## Volunteer Opportunities at Boyce Thompson Arboretum

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Maintenance/Grounds (Facilities Department)

Maintenance volunteers will assist BTA with general maintenance and small construction projects. Examples include small engine repair, painting, plumbing, or other projects as designated by the department Supervisor or his/her designee.

Volunteer Characteristics:  
● Ability to follow instructions  
● Attention to details

Shift Availability:  
● Volunteers recruited on an as-needed basis

Assignment Profile:  
★ Weekdays  
★ Weekends  
★ Daytime  
★ Outside

Commitment: Varies

Training Requirements: mechanical background and experience

Visitors Services (Gift Shop Department)

Visitor Services volunteers will assist BTA in a variety of clerical and administrative functions. These could include selling memberships, handing out maps, gift shop support (customer assistance), entry station support (fee collection, disseminating information to visitors), answering the phone, and other administrative duties as designated by the Department Manager or his/her designee.

Volunteer Characteristics:  
● Point of Sale experience  
● Excellent Customer Service  
● Enthusiasm for BTA

Shift Availability:  
● Year-round, various shifts  
● Recruited on an as-needed basis

Assignment Profile:  
★ Weekdays  
★ Weekends  
★ Daytime  
★ Inside

Commitment: 1-3 Shifts per week

Training Requirements: on the job

Consistent Commitment

Updated: 9/2019
Horticulture Aide (Horticulture Department)

Horticulture Aides assist the Horticulture staff in caring for the BTA’s living collection of plants. Volunteers help maintain the plants as directed by Horticulture staff.

**Volunteer Characteristics:**
- Ability to follow instructions explicitly
- Experience caring for plants
- Ability to bend, get up and down and walk trails

**Shift Availability:**
- Volunteers recruited on an as-needed basis

**Commitment:** Consistent shifts

**Training Requirements:** on the job

Assignment Profile:
★ Weekdays
★ Weekends
★ Daytime
★ Outside
★ Consistent Commitment

Membership Services (Membership Department)

Membership Services volunteers will assist duties related to the Membership Department. These could include filing, mailing, answering/returning phone calls, data entry and other duties as assigned.

**Volunteer Characteristics:**
- Clerical Skills
- Excellent Customer Service

**Shift Availability:**
- Year-round, various shifts
- Recruited on an as-needed basis

**Commitment:** Varies

**Training Requirements:** on the job

Assignment Profile:
★ Weekdays
★ Weekends
★ Daytime
★ Inside
★ Works with Guests
★ Varied Commitment
**Education** (Public Programs Department)

Education Volunteers assist in and provide support for children’s/school education programs. Duties could range from family classes, garden educator and interacting with school groups.

**Volunteer Characteristics:**
- Excitement to work with children
- Background in STEAM
- Ability to share accurate information

**Shift Availability:**
- Volunteers recruited on an as-needed basis

**Commitment:** Varies

**Assignment Profile:**
- Weekdays
- Weekends
- Daytime
- Outside
- Inside
- Interacts with Guests/Children
- Varied Commitment

**Host Volunteer** (Public Programs Department)

Campground Host Volunteers’ primary responsibility is to assist BTA visitors through either Guest Services or Education. Hosts provide their own lodging (tent, camper, trailer, motorhome) and are provided a free campsite, with utility hookups.

**Volunteer Characteristics:**
- Possess the highest level of professionalism
- Ability to share accurate and precise information

**Shift Availability:**
- TBD on site
- Volunteers Recruited on a seasonal basis

**Commitment:** 20 Hours per person (40 hours per couple)

**Assignment Profile:**
- Weekdays
- Weekends
- Daytime
- Nighttime
- Outside
- Inside
- Works with Guests
- Consistent Commitment
Interpretive Services/Guided Tours (Public Programs Department)

Interpretive Service volunteers support an array of education and recreational programming. These could include development and presentation of environmental programs (interpretive hikes, school presentations, etc.), historic programs (guided tours of historic houses, brown bag lunch presentation, etc.) and recreational programs (campfires, special demonstration, etc.)

Volunteer Characteristics:
- Knowledge of scientific details of various subject matters
- Able to walk outdoors, stand and walk trails
- Willing to adhere to standard of accuracy and excellence

Shift Availability:
- Year-round, 2-4 hour shifts
- Recruited seasonally

Commitment: 1-3 shifts per week

Training Requirements: half-day training before start date

Assignment Profile:
★ Weekdays
★ Weekends
★ Daytime
★ Outside
★ Interacts with Guests
★ Consistent Commitment

Special Events (Public Programs Department)

Special Event Volunteers enhance the visitors’ experience with wayfinding during events, routing parking, answering questions about the event and assist visitors at special activity areas. Other duties may include ushering, ticket-taking and distribution of programs. Volunteers help ensure that participants enjoy each special event at BTA.

Volunteer Characteristics:
- Enjoys providing information and social interactions with BTA guests during special day and evening events

Shift Availability:
- October-June
- Volunteers recruited seasonally

Commitment: Varies

Training Requirements: on the job.

Assignment Profile:
★ Weekdays
★ Weekends
★ Daytime
★ Evening
★ Outside
★ Inside
★ Interacts with Guests
★ Varied Commitment
Special Programs (Various Departments)

Special programs volunteers account for individual or groups that assist BTA in accomplishing a specific one-time project or a short-term ongoing project. These projects may include, but are not limited to: Creative interpretive displays, parking during busy season/special events, research gardening, cleanup projects and trail work, Scout groups, service learning and non-paid internships typically fall into this category.

**Volunteer Characteristics:**
- Enjoy teamwork
- Demonstrates discretion
- Enjoys interaction with and support of staff

**Shift Availability:**
- Varies per assignment
- Volunteers recruited on an as-needed basis

**Commitment:** One or more shifts

**Training Requirements:** on the job.

**Assignment Profile:**
- Weekdays
- Weekends
- Daytime
- Outside
- Inside
- Behind the scenes
- Varied Commitment