# Volunteer Opportunities at Boyce Thompson Arboretum

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## Maintenance (Facilities Department)

Maintenance volunteers will assist with general maintenance and small construction projects. Examples include small engine repair, light carpentry, painting, plumbing, lighting, or other projects as directed by the department supervisor or designee.

### Volunteer Characteristics:
- Ability to follow instructions
- Attention to details

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

### Commitment:
- Varies

### Training Requirements:
- Building trades or mechanical background and/or experience

### Assignment Profile:
- Weekdays
- Weekends
- Daytime
- Outside
- Inside
- Varied commitment
**Gift Shop** (Visitors Center Department)

Gift Shop volunteers assist in a variety of clerical and administrative functions. These could include selling memberships, handing out maps, gift shop support (customer assistance), entry station support (welcoming, fee collection and disseminating information to visitors), answering the phone, taking inventory, pricing merchandise and other administrative duties as directed by the department manager or designee.

<table>
<thead>
<tr>
<th>Volunteer Characteristics:</th>
<th>Shift Availability:</th>
<th>Assignment Profile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Point of sale experience</td>
<td>● Year-round, various shifts</td>
<td>★ Weekdays</td>
</tr>
<tr>
<td>● Excellent customer service</td>
<td>● Recruited on an as-needed basis</td>
<td>★ Weekends</td>
</tr>
<tr>
<td>● Enthusiasm for BTA</td>
<td></td>
<td>★ Daytime</td>
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**Training Requirements:** on the job

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**Hospitality** (Visitors Center Department)

Hospitality volunteers will be the point of contact, past admissions, for dissemination of various information. This could include promoting memberships, handing out maps, recommending which gardens to see and trails to take, making coffee, promoting the day’s events/tours, and other duties as directed by the department manager or designee.

<table>
<thead>
<tr>
<th>Volunteer Characteristics:</th>
<th>Shift Availability:</th>
<th>Assignment Profile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Knowledge of BTA and its gardens</td>
<td>● Peak-season, various shifts</td>
<td>★ Weekends</td>
</tr>
<tr>
<td>● Excellent customer Service</td>
<td>● Continuously recruited</td>
<td>★ Daytime</td>
</tr>
<tr>
<td>● Enthusiasm for BTA and its members</td>
<td></td>
<td>★ Outside</td>
</tr>
</tbody>
</table>

**Commitment:** 1-3 shifts per month

**Assignment Profile:**

★ Interacts with guests
★ Varied commitment

**Training Requirements:** on the job
**Horticulture Aide** (Horticulture Department)

Horticulture Aides assist the Horticulture staff in caring for 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

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**Assignment Profile:**
- Weekdays
- Weekends
- Daytime
- Outside
- Consistent commitment

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**Membership Services** (Membership Department)

Membership Services volunteers assist with duties related to membership. 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

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**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

Training Requirements:
- on the job.

Assignment Profile:
- Weekdays
- Weekends
- Daytime
- Outside
- Inside
- Interacts with guests/children
- Varied commitment

Host Volunteers (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)

Training Requirements:
- on the job.

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

Interpretive Services 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 locations, brown bag lunch presentations, etc.) and recreational programs (campfires, special demonstration, etc.).

Volunteer Characteristics:
- Knowledge of scientific details of diverse subject matter
- 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 assisting 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 individuals 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.

<table>
<thead>
<tr>
<th>Volunteer Characteristics:</th>
<th>Shift Availability:</th>
<th>Assignment Profile:</th>
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<tbody>
<tr>
<td>● Enjoys teamwork</td>
<td>● Varies per assignment</td>
<td>★ Weekdays</td>
</tr>
<tr>
<td>● Demonstrates discretion</td>
<td>● Volunteers recruited on an as-needed basis</td>
<td>★ Weekends</td>
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<td>● Enjoys interaction with and support of staff</td>
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<td>★ Daytime</td>
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<tr>
<td></td>
<td>★ One or more shifts</td>
<td>★ Outside</td>
</tr>
<tr>
<td></td>
<td></td>
<td>★ Inside</td>
</tr>
<tr>
<td></td>
<td></td>
<td>★ Behind the scenes</td>
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<td></td>
<td></td>
<td>★ Varied commitment</td>
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Training Requirements: on the job.