2022-2023 Member Service Assignment Description

Short Description of your organization and mission:
Boyce Thompson Arboretum (BTA) was founded in 1924 and is Arizona’s oldest and largest botanical garden. BTA is located in scenic Queen Creek Canyon, just 50 minutes from Phoenix, Arizona in the foothills of the Superstition Mountains in Superior, AZ. Featuring plant collections from the world’s deserts, historic buildings and hidden gardens along miles of trails, it is on the National Register of Historic Places. A haven for wildlife, BTA has been named "the most enchanting" Audubon Important Birding Area in Arizona. The Arboretum encompasses 340 acres, with 135 acres of distinct gardens, 15,000 plants and 4,000+ taxa, and currently has 35 full-time employees. BTA’s mission is to inspire appreciation and stewardship of desert plants, wildlife, and ecosystems through education, research and conservation. No longer a State Park or a University of Arizona department as of July 2019, BTA has reaffirmed and embraced its status as a botanical institution.

Position Title: Docent Program Facilitator  
Position Type (slot): Reduced Full-Time position, 1200 total hours, 32-35 hours/week for 40 weeks.  
Reports To: John Bello, Education Coordinator  
Location: Boyce Thompson Arboretum; Superior, AZ

Primary Function/Purpose:
The Tour Guide and Docent Assistant will have a passion for environmental and experiential education. She or he is an enthusiastic member of the education team and excited about building a comprehensive training and continuing education program for Boyce Thompson Arboretum’s docents and tour guides. The ideal candidate will be knowledgeable or enthusiastic in learning about desert ecology, teaching, and have a passion for working with people.

Major Responsibilities and Duties:
Primary duties include:
- Train and evaluate volunteers leading guided tours
- Support and lead training classes for docent program
- Create continuing education programs for docents on geology, birds, Wallace Garden Tour, Edible and Medicinal Plants Tour, and Arboretum Discovery Tour
- Coordinate docent service opportunities
- Build and sustain relationships with docents that lead geology, birds, Wallace Garden Tour, Edible and Medicinal Plants Tour, and Arboretum Discovery Tour
- Build and sustain community partnerships with outside tour guides
- Build and sustain docent exchange program with other similar organizations like Boyce Thompson Arboretum
- Provide guided tours to different community groups
- Support the creation of curriculum and facilitate in-person summer camp
- Maintain accurate records of tour offerings and tour registrations
- Build and maintain monthly docent meetings
- Create and sustain relationships and communication with docents
- Schedule docents for geology, birds, Wallace Garden Tour, Medical and Edible Plants Tour, and Arboretum Discovery Tour

Member Benefits:
- Bi-weekly pre-tax living stipend while in service: $564.70
- Segal AmeriCorps Education award after successfully completing service: $4,546.50
- Student loan forbearance and interest repayment for qualifying federal student loans
• Professional development opportunities and training
• On the job training
• Guest passes to Boyce Thompson Arboretum
• Housing Assistance
• Discounts in Gift Shop
• Staff shirts and name tag

Qualifications:
• Working towards a degree or have an associate’s degree in business management, human resources, or related field
• Experience with volunteers or volunteering
• Ability to train and communicate with volunteers
• Ability to learn and maintain docent and tour guide database
• Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment
• Ability to work outside in a variety of weather conditions and temperatures
• Excellent communication and interpersonal skills
• Excellent organization and team-building skills
• Knowledge of arid-lands ecology a plus
• Excellent computer skills
• Ability to work in a challenging, fast-paced environment
• Detail oriented, collaborative manner and strong work ethic
• Ability to work as part of a team
• Ability to demonstrate initiative, establish priorities, and meet deadlines
• Must be able to work weekends and some evenings
• Must have a valid state Driver’s License

Training/Development Opportunities:
The member will be required to participate in monthly professional development opportunities that will be attended by members in the ELC cohort.

*Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.*

For more information, contact:
AmeriCorps@nau.edu | 928-523-6395

To Apply: [https://in.nau.edu/center-for-service-and-volunteerism/apply-americorps/](https://in.nau.edu/center-for-service-and-volunteerism/apply-americorps/)