

Seattle Volunteer Naturalist Program

POSITION DESCRIPTION

JOB TITLE: Seattle Volunteer Naturalist Program

SUPERVISOR: Volunteer Naturalist Coordinator/Public Education Program Specialist

LOCATION: Discovery Park Environmental Learning Center, 3801 Discovery Park Boulevard, Seattle, WA 98199

Camp Long Environmental Learning Center 5200 35th Ave SW, Seattle, WA 98126
Parklands and Greenspaces throughout Seattle

PROJECT DURATION: On-going

HOURS PER WEEK: Determined by individual **HOURS PER MONTH:** Determined by individual

PROGRAMS PER YEAR: Twelve

GOAL: To enhance, promote and foster appreciation of nature by connecting citizens and students with their Seattle parklands, by providing educational opportunities for all.

COMMITMENT:

ف One year (renewed annually) after completing Volunteer Naturalist Training (approximately 100 hours)

ف Teaching 12 programs or conducting 12 two-hour Discovery Stations within a 12-month period.

DESCRIPTION OF DUTIES:

► Work with a team of professional naturalists and fellow volunteers to prepare and present environmental education and nature interpretation programs to the general public and to organized groups such as school groups. Programs will occur at Environmental Learning Centers, parks throughout Seattle and parklands associated with schools.

DUTIES FOR WEEKEND VOLUNTEER NATURALISTS:

- Proposing, developing, and presenting natural history classes for youth, adults, and toddlers at Environmental Learning Centers and neighborhood parks.
- Assisting with special events.
- Developing and maintaining prop collection and prop room.
- Providing informal interpretation at “Discovery Stations” located in high use areas of parks throughout Seattle.
- Provide Volunteer Naturalist Coordinator with your schedule 3 months in advance.
- Providing park information and correctional education to public when appropriate.

DUTIES FOR WEEKDAY VOLUNTEER NATURALISTS:

- Presenting environmental education programs to school groups.
- Assisting with special events.
- Developing and maintaining prop collection and prop room.
- Proposing, developing, and presenting natural history programs for preschoolers, toddlers, and their adult friends.
- Providing Volunteer Naturalist Coordinator with your schedule 3 months in advance.
- Providing park information and correctional education to public when appropriate.

BENEFITS:

- ☀ Learn the natural and cultural history of the Puget Sound area.
- ☀ Access to excellent natural history library and slide file.
- ☀ Develop and hone communication, public speaking and group management techniques.
- ☀ Promote conservation and stewardship of natural resources.
- ☀ Share fun, fellowship and community with others who enjoy nature and appreciate parks throughout the city.
- ☀ The opportunity to develop skills and experience if you work on special projects.
- ☀ Receive volunteer naturalist patch and nametag.
- ☀ 100 hours of initial natural history and interpretation training provided in addition to continuing education opportunities that are offered several times per year.

SPECIAL REQUIREMENTS:

- Must attend ten weeks of training.
- Enjoy working with children.
- Attend volunteer naturalist meetings when scheduled.
- Follow policies and procedures of the Seattle Department of Parks and Recreation.
- Arrive on time and sufficiently prepared.
- Be responsible for group safety.
- Act professionally in all public contacts.
- Provide availability to Volunteer Naturalist Coordinator and commit to programs on a seasonal basis three months in advance.
- Dress appropriately for the occasion and the weather. This includes providing your own uniform shirt and suitable footwear. Shirts are available to borrow at the Environmental Learning Center Hubs for Volunteer Naturalists unable to purchase their own.
- Provide proof of vehicle insurance and driver's license in order to drive while volunteering.

PHYSICAL REQUIREMENTS:

- ☞ Physical ability and stamina to lead group walks over rough terrain, carrying a prop bag, and often bending over.
- ☞ Ability to work outdoors in inclement weather.
- ☞ Ability to transport yourself to Environmental Learning Center Hubs and Parklands throughout Seattle in a reliable manner.

TRAINING:

- Core Volunteer Naturalist Training (Two, five-week sessions)

Meet once per week (Thursdays and or Saturdays) for five weeks in early spring and late summer in preparation for the peak spring and the fall programs. During each seasonal session the focus is on park habitats, teaching techniques, interpretive methods, group management, and age appropriate activities. New volunteer naturalists may participate in both week and weekend training sessions but are only required to attend one series. New volunteer naturalists are required to attend both spring and fall training sessions.

- Program Observations

You must observe a paid staff person or experienced volunteer naturalist lead each type of program a minimum of three times and receive approval from the Volunteer Naturalist Coordinator before teaching on your own. Observing programs is a critical part of training.

- Continuing Education/Refresher Sessions

Several skill-building or natural history classes are offered throughout the year. You are strongly encouraged to attend these in addition to the core training and other docent meetings.

Seattle Volunteer Naturalist Application Form

NAME _____ DATE _____

First name as you want
it to appear on your name tag _____

ADDRESS _____ HOME PHONE _____

CITY _____ ZIP _____ Are you 18 or over? _____

EMAIL ADDRESS _____

Place of employment: _____ Occupation: _____

Is it possible to call you at work? _____ WORK (or Cell) PHONE _____

Are you interested in working weekends or weekdays or both? Please specify:

Why do you want to be a Seattle Volunteer Naturalist?

Please check one or more of the following locations that you would be interested in leading programs:

- Carkeek Park
- Camp Long
- Discovery Park
- Outreach locations – Parklands near schools

Have you ever taught or worked with children? (please list your experience)

Which age group(s) do you prefer working with? (check any that apply)

_____ tots (age 2-4) _____ preschool/kindergarten (age 4-5)

_____ elementary (age 6-12) _____ teens (age 12-17) _____ adults

NOTE: Volunteer naturalists conduct very few programs solely for adults.

Please list or describe your experience working with people of diverse backgrounds and cultures.

Please list any special skills or areas of interest you have, i.e. photography, art, natural history, teaching, storytelling, birdwatching, speaking another language etc:

How did you learn about the Seattle Volunteer Naturalist program?

Are you trained in? _____ CPR _____ First Aid

Is there anything else you think we should know about you? If so, please add here. This might include physical limitations, personal goals for this program, etc.

Agreement with Seattle Volunteer Naturalist Program:

- I will complete the Seattle Volunteer Naturalist training
- I will be able to fulfill the needs and requirements of the Seattle Volunteer Naturalist Program including teaching 12 programs per year.
- I plan on making a commitment of at least one year after graduation to the Seattle Volunteer Naturalist Program.
- I understand and accept a background check will be conducted.

Signature _____ Date _____

Applications are due *February 10, 2012*

PLEASE COMPLETE AND RETURN TO:

Discovery Park
3801 Discovery Park Boulevard
Seattle, WA 98199

