## **City of Lakewood Volunteer Job Description**

Department: Community Resources Division: Regional Parks and Golf

**Committee: Naturalist Assistant/Wildlife Monitor** 

**Last Updated: February 2012** 

# **Committee Leadership**

Regional Parks Naturalist Jody Morse (303) 697-6157 jodmor@lakewood.org

#### Schedule

The schedule will be determined after training and will involve signing up to assist with, or present, various scheduled programs and events. Shifts will also be created to provide roving or stationary educational opportunities within the parks. Wildlife monitor volunteer shifts will be determined by need and coordination with the park naturalist and natural resources specialist.

## **Purpose**

The Naturalist Assistant's primary purpose is to: assist the park naturalists with the presentation of a variety of quality educational programs for the public and scheduled groups. Naturalists will also have the opportunity to assist with the park's wildlife monitoring program.

## Responsibilities

The volunteers are responsible for assisting Park Naturalists with presenting educational programs such as campfire talks, full moon walks, school groups, and others. Volunteers may also assist with the park's wildlife monitoring program and in the daily operations of the visitor center. In addition, the volunteers are responsible to complete a minimum hour 20 hours per year.

#### **Qualifications**

The volunteer must be able to prove the following ability to:

- Complete all training including basic first aid and CPR
- Be at least 18 years of age.
- Work with minimal supervision.
- Work in variable weather.
- Work weekends.
- Wear provided uniform shirt and name tag.

#### **Training**

Training will be provided by the Regional Parks Naturalist in one session, with additional training and job shadowing. The session will last approximately ½ day. The training will include: park information, interpretive techniques, park natural history and visitor center operations procedures and policies. After completing the training session, the Regional Parks Naturalist will determine what additional training the volunteers will need. CPR and first aid certification will also be required and will last approximately 6-7 hours. Wildlife monitors will also complete training with the naturalist and natural resources specialist.

#### **Dress Code**



Volunteers will be issued a naturalist polo shirt and are encouraged to wear comfortable work shoes. In addition, depending on weather conditions and task, please dress appropriately.

## **Work Environment**

Indoor/Outdoor – This volunteer position participates year-round. The changing Colorado weather is a strong factor.

# **Punctuality and Absenteeism**

If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership prior to their shift.