2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: Kentucky Children’s Garden Field Trip Volunteer

2. Time of year/months of the year this job holder will be actively engaged: April, May, September and October

3. Level of Commitment: 1-4 field trips a month

4. Minimum number of hours per week we anticipate you will need to expend to complete the job: 3-4 hours

5. The Arboretum staff member who will supervise your work: Jackie Gallimore

6. Job description:
   Field Trip Volunteers use teaching skills to present information at a station during field trips.

   The job includes the following tasks:

   • Complete a Kentucky Children’s Garden Volunteer Training that includes a background check.
   • Review the lesson plan and prepare as needed.
   • Help to set up stations before the field trip begins.
   • Help with logistics of students during field trips.
   • Teach groups of 5-15 students at your station. Depending on the size of the group, you will teach the same lesson 4-8 times.
   • Help clean up after field trips.
   • Must be able to stand for several hours in various weather conditions. A chair can be provided for some stations.

Preferred traits and skills:

• Interest in learning and presenting information to students.
• Ability to engage with students in a professional and friendly manner.
• Ability to follow a lesson plan.