

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 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.