



Volunteer Job Description – Discovery Tour Youth Co-Leader

To discuss this position or apply to be a volunteer at the GDMBG, please contact Susan Cory, Volunteer Coordinator, 515-323-6293, scory@dmbotanicalgarden.com

Program: Discovery Tour

Discovery Tours are a summer program utilized by daycares, childcare and summer camp programs. Volunteers may be youth or adults that enjoy working with the public and educating children. This role is ideal for those who enjoy environmental sciences, teaching, speech/public speaking, theater/drama or a combination of all.

Time Commitment:

A minimum commitment of three Discovery Tour programs per month in June and July is requested. Additional hours may be available as programs are scheduled in August. Tours are scheduled between the hours of 9 a.m.–4 p.m., Tues - Fri. and the commitment is approximately two hours per session.

Training: May 29, 3-5 p.m. Training is required but if this date is a conflict it can be rescheduled. New volunteers will also be scheduled to shadow experienced volunteers in early June. Shadowing and co-leading will begin the second full week of June.

Activities:

1. **Discovery Tours:** Volunteers are trained to introduce groups of young children to the Botanical Garden through an interactive tour. The tour will take place in both outdoor and indoor spaces and is accompanied by a quick game/activity and small take home project. Volunteers will co-lead (with another teen or an adult volunteer) groups of no more than 25 elementary school aged youth and their adult chaperones. Discovery Tours are approximately a 2 hour commitment per session consisting of preparation/set-up, a 1 hour tour and clean up/tear-down after the tour.
2. **Material Prep:** This activity is available on an as needed basis and involves preparation and creation of materials used by the program and other areas of the Botanical Garden. This assignment would be additional volunteer hours beyond the tours.

Requirements:

- Age 15 or older.
- Availability to work a minimum of three Discovery Tours per month in June and July.
- An interest in educating and guiding youth through hands-on learning activities.
- Comfortable co-leading groups with a maximum of 25 youth (with assistance of chaperones).
- Ability to direct both participants and adult chaperones as needed.
- Comfortable with public speaking and projecting your voice over background noise.
- Ability to be on your feet for an extended period of time and move along various inclines and grades with ease.
- A friendly and positive attitude and out-going personality.
- Availability to attend training(s).

- A background check will be conducted.

Attire:

A Botanical Garden volunteer t-shirt will be provided to youth working with the Discovery Tours. If more than one volunteer shirt is desired, additional can be purchased at cost.

Shorts or jeans are appropriate depending on weather conditions. All shoes must have a covered toe, including sandals (which also must have a back or heel strap). Clothing should be free of stains and tears.

A nametag will be provided and should be worn during any shift or tour.

To Apply:

Fill out the Youth Summer Program volunteer application:

<http://www.dmbotanicalgarden.com/support/volunteer/>

A written recommendation by an instructor or other non-related adult is required. This could be a school, volunteer or work-related reference. The recommendation should refer to applicant's ability and comfort for any or all specific aspects of this role (natural sciences, public speaking, working with youth, etc.). The reference information will be collected on your application and then contacted by Botanical Garden staff.

Applications for Summer 2019 will be accepted through March 31, 2019.

Applications will be reviewed, and candidates will be contacted for an interview to be held between April 15 - 26. All who apply will be notified when positions are filled.

(updated 1.24.19)