



Volunteer Job Description – Discovery Tour 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

Position: Discover Tour Co-Leader

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.

Time Commitment:

A minimum commitment of two 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.

Training: May 26, 2020, 4-5 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 in 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.

Requirements:

- Availability to work a minimum of two 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 for volunteers will be conducted.

Attire:

Botanical Garden volunteer t-shirts are available to purchase at cost. A logoed polo will be provided to adult volunteers working with Discovery Tours after successful completion of training plus six shifts.

Shorts or jeans are appropriate depending on weather conditions. Covered toe shoes or sandals with backs (no flip flops). Clothing should be free of stains and tears.

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

(updated 1.7.20)