



Volunteer Job Description – Youth Summer Guided Tour Co-Leader: Adult

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: Youth Summer Guided Tours (previously called Discovery Tours)

Summer guided tours are programs utilized by daycares, childcare and summer camp programs. Volunteers may be youth or adults that enjoy working with the public and educating children. Volunteers may be youth or adults that enjoy working with the public and educating children.

Time Commitment:

Training: One hour training session in mid-May. Date and time to be determined. Training is mandatory but can be rescheduled if needed. New volunteers will also be scheduled to shadow experienced staff or volunteers in early June. Shadowing and co-leading will begin the second full week of June.

A minimum commitment of **three** Summer Guided Tour programs per month in June, July and early August. Tours are scheduled between the hours of 9 a.m.– 4 p.m., Tues - Fri. and the commitment is approximately 2 hours per session.

Activities:

- **Summer Guided Tours:** Volunteers are trained to introduce groups of 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.
 - Summer Guided Tours are approximately a 2-hour commitment per session consisting of
 - i. 30 minutes preparation and set-up
 - ii. one hour tour
 - iii. 30 minutes clean up and tear-down

Requirements:

- Availability to work a minimum of three Summer Guided Tours per month in June and July and early August.
- An interest in encouraging youth to explore the world of plants.
 - (Note: strong science or botanical knowledge is NOT required)
- 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:

- Masks are required. All staff, volunteers and tour participants (over the age of 2) are required to wear face coverings (both indoors and out) unless they are taking a drink.
- Botanical Garden volunteer t-shirts are available to purchase at cost. A logoed polo will be provided to adult volunteers working with tours after successful completion of training plus six shifts.
- 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.

(updated 2.18.21)