

MDWFP'S MISSISSIPPI MUSEUM OF NATURAL SCIENCE

VOLUNTEER JOB DESCRIPTIONS

EDUCATION DOCENT

Goal: Provide assistance to education staff by sharing hands-on learning opportunities and information with visitors

Open to: College, adult, youth

Time needed: Museum hours (8-5 weekdays, 9-5 Saturday, 1-5 Sunday)

Shift: 2 hours minimum (special event times vary)

Tasks:

- Use discovery cart materials effectively for hands-on learning with visitors
- Provide directions and general information to guests as they tour
- Greet visitors as they enter the area where you are working
- Assist with special events/programs as needed

Reports to: Education staff/coordinator and volunteer coordinator

Qualifications:

- Customer service oriented, pleasant, professional and welcoming attitude
- Attentiveness to guests
- Good organizational skills, able to work independently
- Willingness to learn relevant information
- Strong communication/interpretation skills

Benefits:

- Gain experience in public education
- Develop interpersonal and organizational skills
- Improve interpretation skills
- Learn more about topics in natural science

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VOLUNTEER JOB DESCRIPTIONS

PRESCHOOL ASSISTANT

Goal: Provide assistance to preschool room visitors and preschool coordinator

Open to: college and adult volunteers

Time needed: 10-4 Saturday, 1-4 Sunday (year round)

Some weekday times may also be available

Shift-Minimum 3 hours (time may vary for special programs)

***Tasks:**

- Greet visitors as they enter the preschool room
- Maintain a clean and safe environment in the preschool room
- Interact appropriately with children and parents while they explore the room
- May be requested to assist staff with special programs or events
- Share any needs or observations with preschool coordinator

Reports to: Preschool coordinator, volunteer coordinator

Qualifications for assignment:

- Understanding of developmental levels of early childhood
- Customer service oriented, pleasant and welcoming disposition
- Attentiveness to guests and their safety while area is in use
- Responsibility

Benefits:

- Gain experience working with young children
- Develop interpersonal and organizational skills
- Improve interpretation skills at the early childhood level

*Instructions will be provided during training as an attachment to your handbook

MDWFP'S MISSISSIPPI MUSEUM OF NATURAL SCIENCE

VOLUNTEER JOB DESCRIPTIONS

AQUARIUMS ASSISTANT

Goal: Provide assistance to aquarium staff through exhibit maintenance, cleaning and collecting

Open to: college and adult volunteers

Time needed: Museum hours (8-5 weekdays, 9-5 Saturday and 1-5 Sunday)

Shift: Minimum 3 hours (time may vary for special events and collection/fieldwork days)

(Should be available for collection/fieldwork in the week)

***Tasks:**

- Assist with food prep and feeding of aquarium tanks
- Perform cleaning tasks as needed
- Assist with fieldwork/collecting for aquariums needs, in outdoors environments and challenging conditions that require physical stamina
- Assist with public education as needed

Reports to: Aquariums staff on duty/ coordinator, volunteer coordinator

Qualifications for assignment:

- Strong interest in aquatic creatures and habitats
- Willing to work in challenging outdoors environments/situations: heat, mud, biting insects, etc.
- Customer service oriented, pleasant and welcoming disposition
- Attentiveness to safety in the work environment at the Museum as well as in the field
- Personal responsibility
- Ability to work independently
- Cooperative, take direction from staff well

Benefits:

- Gain experience working with live animal exhibits
- Develop interpersonal and organizational skills
- Learn about native aquatic environments
- Develop fieldwork skills

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VOLUNTEER JOB DESCRIPTIONS

EXHIBIT ASSISTANT

Goal: Provide assistance to exhibits staff primarily by performing public exhibit cleaning tasks and other exhibit related activities as needed

Open to: College, adult, youth volunteers 15 or older (may work in pairs/groups or individually)

Time needed: Museum hours (8-5 weekdays, 9-5 Saturday, 1-5 Sunday)

Shift: 1-3 hours, minimum 1x weekly

Tasks:

- Clean and maintain exhibits according to instructions/training*
- Once trained, clean exhibits independently on a regular basis
- Greet visitors as they enter the area where you are working
- Assist as assigned with exhibit installation and breakdown

Reports to: Exhibits staff and volunteer coordinator

Qualifications:

- Attention to detail and specific exhibit maintenance requirements
- Customer service oriented, pleasant, professional and welcoming attitude
- Attentiveness to guests while performing tasks
- Good organizational skills, able to work independently
- Willingness to perform repetitive cleaning tasks

Benefits:

- Gain experience maintaining and managing museum exhibits
- Develop interpersonal and organizational skills
- Improve interpretation skills

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VOLUNTEER JOB DESCRIPTIONS

"TOUCH TANK" AQUARIUMS DOCENT

Goal: inform visitors about our touch tank animals and assist aquariums staff with this exhibit

Open to: Youth volunteers 15 or older, college and adult volunteers

Time needed: Museum hours (8-5 weekdays, 9-5 Saturday, 1-5 Sunday)

Year round, peak seasons spring/summer

Shift: 1-3 hours

***Tasks:**

- Learn and share accurate information about the animals in the touch tank using good interpretation techniques
- Greet visitors as they enter the area where you are working
- Responsibly handle animals for their safety and that of our guests
- Share any needs or observations regarding this exhibit with aquariums staff

Reports to: Aquariums staff and volunteer coordinator

Qualifications for assignment:

- Responsibility with live animals
- Can present live animals effectively to guests
- Customer service oriented, pleasant and welcoming disposition
- Attentiveness to guests while area is in use

Benefits:

- Gain experience working with live animal exhibits
- Develop interpersonal and organizational skills
- Improve interpretation skills

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VOLUNTEER JOB DESCRIPTIONS

TRAILS MAINTENANCE

Goal: upkeep of trails to provide a safe walking area and enhance natural environment along trails

Open to: College, adult, youth working in groups with adult supervision

***Time needed:** Museum hours (8-5 weekdays, 9-5 Saturday, 1-5 Sunday) *Seasonally, needs will vary

Shift: Project dependent

Tasks:

- Coordinate with staff on tasks to be completed
- Walk trails to observe any problems or potential problems, and report
- Remove litter and debris; dispose of these appropriately
- Remove invasive species
- Greet visitors as they enter your assigned area
- Assist with trails building projects as needed

Reports to: Trails committee chair and volunteer coordinator

Qualifications:

- Attention to detail and specific maintenance requirements
- Customer service oriented, pleasant, professional and welcoming attitude
- Attentiveness to guests while area is in use
- Ability to accept direction and follow directions from staff attentively and with a positive attitude
- Comfortable outdoors

Benefits:

- Gain experience maintaining outdoors exhibits and grounds
- Gain understanding of local ecology

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VOLUNTEER JOB DESCRIPTIONS

PARK MAINTENANCE

Goal: Provide assistance to maintenance staff through upkeep of park area

Open to: College, adult, youth working in groups with adult supervision

***Time needed:** Museum hours (8-5 weekdays, 9-5 Saturday, 1-5 Sunday) *Seasonally, needs will vary

Shift: Minimum one hour, project dependent

Tasks:

- Coordinate with supervisors (maintenance staff, volunteer coordinator) on tasks to be completed
- Walk through park and playground area to observe any problems or potential problems, and report
- Remove litter and debris, dispose of these in correct locations
- Greet visitors as they enter your assigned area
- Assist with other maintenance needs for playground area and other areas, such as landscaping or equipment repair

Reports to: Maintenance staff and volunteer coordinator

Qualifications:

- Attention to detail and specific maintenance requirements
- Customer service oriented, pleasant, professional and welcoming attitude
- Attentiveness to guests while area is in use
- Ability to accept direction and follow directions from staff attentively and with a positive attitude
- Comfortable outdoors

Benefits:

- Gain experience maintaining outdoors exhibits and grounds

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CONSERVATION BIOLOGY ASSISTANT

NOTE: This position is available as needed by specific staff in the conservation biology section. Museum staff focus on non-game species. Field volunteers will help gather data and assist outdoors in often challenging environments.

Lab volunteers will follow lab guidelines for collection maintenance/preparation and/or database work. Volunteers will interview with staff members who have a need for project assistance before an assignment is made.

Goal: Provide fieldwork, database or collections assistance to staff as needed

Open to: College, adult

***Time needed:** Museum hours (8-5 weekdays) *other days/times may be needed also

Shift: Duration of project is variable. Schedule will be determined with specific staff.

Tasks:

- Coordinate closely with supervisor on tasks to be completed
- May include database entry
- May include preparing items for collection
- May include fieldwork outdoors

Reports to: Conservation biology staff and volunteer coordinator

Qualifications:

- Attention to detail and specific requirements
- Pleasant, professional attitude
- For lab assistance: closely follow lab rules for procedures, apparel, etc. and meticulous record keeping
- For field work: fitness and willingness to work in outdoors conditions that can include extreme weather conditions, snakes, biting insects, poison ivy, water and other physical challenges
- Strong interest in research

Benefits:

- Hands-on research experience
- Increase knowledge base in natural science

UPDATED: JUNE 2018