



JOB DESCRIPTION

JOB TITLE: Conservatory Facilitator

DATE: October 2008

DEPARTMENT: Education and Volunteers

CLASSIFICATION: Volunteer

SUMMARY

Working under the Conservatory Programs Supervisor, Botanical Division staff and Volunteer Programs Manager, and closely with other volunteers, the Conservatory Facilitator is an outgoing, people-focused individual primarily responsible for facilitating visitor experiences with informal science education. They help visitors, including family groups, direct their own exploration of Conservatory exhibits and collections.

ESSENTIAL FUNCTIONS

1. Greets and orients visitors in a courteous, prompt, and professional manner.
2. Facilitates educational exhibits for visitors, including assisting with equipment and techniques.
3. Contributes to maintenance and upkeep of Conservatory exhibits and collections.
4. Completes all appropriate position training.
5. Attends yearly program reviews and other program meetings as necessary.

QUALIFICATIONS

1. Interest in visitor-directed education is essential.
2. Knowledge of botany or biology is desirable.
3. Knowledge of scientific techniques is desirable.
4. Interest in featured plant collections (lowland tropical rain forest, mountain cloud forest, or temperate bog) is desirable.
5. Professional attitude and appearance are required. Conservatory volunteers wear a uniform of khaki bottoms (pants, shorts or skirts), and a white top (button-up, polo, or t-shirt).
6. Ability to work both independently and within a team is required.
7. Strong communication and organizational skills are required.
8. Sensitivity to working with diverse audiences is required.
9. Commitment to selected schedule is required.

WORKING CONDITIONS

Volunteer will work in greenhouse conditions, including high heat and humidity. Job may require standing for up to two hours and may require lifting up to 15 pounds.

I have read and understand the essential functions, qualifications, requirements and working conditions of the above Volunteer Job Description.

Name (please print)

Date

Signature