



JOB DESCRIPTION

JOB TITLE: Conservatory Preparator

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 preparatory is a reliable, problem-solving individual primarily responsible for the organization and maintenance of exhibits and supplies before public hours. Preparators ensure that visitors get the most out of their Conservatory experience by keeping the exhibits in good working order.

ESSENTIAL FUNCTIONS

1. Collects and assembles materials for use in exhibits.
2. Assists with routine maintenance of exhibit equipment and replacement of supplies.
3. Assists with refurbishment of exhibits including refreshing or replacing equipment, specimens, or supplies.
4. Interacts with visitors in a courteous, prompt, and professional manner.
5. Completes all appropriate position training.
6. Attends yearly program reviews and other program meetings as necessary.

QUALIFICATIONS

1. Repair and maintenance "know how" desirable.
2. Problem-solver attitude desirable.
3. Interest in featured plant collections (lowland tropical rain forest, mountain cloud forest, or temperate bog) is desirable.
4. 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).
5. Ability to work both independently and within a team is required.
6. Strong communication and organizational skills are required.
7. Sensitivity to working with diverse audiences is required.
8. 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