



Position Title: Naturalist Center Volunteer

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VOLUNTEER POSITION SUMMARY

The California Academy of Sciences Naturalist Center Volunteer is a support position. Under the direction of Public Programs Lead the volunteer will assist in project based and day to day operations of our Public Programs Department. This position is an opportunity to gain a wide variety of knowledge in specimen care and identification, natural history display design, and developing educational materials. The volunteer's responsibilities may include cataloguing education specimens, repairing and cleaning education specimens and program materials, and general administrative work.

MINIMUM TIME ALLOCATION

- A minimum of 2 hours per day.
- Typically 1 day per week.

VOLUNTEER PROJECT DURATION

- Minimum of 1 year commitment.

VOLUNTEER PROJECTS: PUBLIC PROGRAMS

- Follow all Academy safety regulations.
- Assist with the identification, cataloguing, and storage of education specimens.
- Help develop educational materials and exhibits for display in the Naturalist Center using specimens relevant to current programming cycles.
- Support Naturalist Center and Public Programs staff with administrative tasks as necessary.

QUALIFICATIONS

To perform this volunteer position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The ideal candidate will possess a combination of the following education and/or equivalent experience.

- Current student, recent graduate, or demonstrated interest in related area of study such as natural history, museum engagement, interpretation, natural sciences.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be over the age of 18
- Experience or demonstrated interest in natural sciences, taxonomy, database administration, graphic design preferred.



- Must be self-motivated with ability to work autonomously and as member of a team.
- Experience/working knowledge of computer databases, Adobe Illustrator, and the Microsoft suite of applications preferred.
- Excellent oral and written communication, interpersonal, and organizational skills

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure annuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.

Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. Must be able to perform repetitive motions 50% of the time. Must be able to lift 25 lbs.

The California Academy of Sciences is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.

The California Academy of Sciences is a non-smoking facility. Smoking is also prohibited in Golden Gate Park.