



TUALATIN HILLS PARK & RECREATION DISTRICT

Special Event Volunteer

LOCATION: Nature Park Interpretive Center, 15655 SW Millikan Way, Beaverton, OR 97006

REPORTS TO: Program Coordinator or Natural Resources Volunteer Coordinator

AGE REQUIREMENTS: Must be 14 years or older

TIME COMMITMENT: Varies; approximately six hours per event.

POSITION SUMMARY: Assist in operation of special events by leading walks or other activities, giving presentations, providing information to visitors, and preparing for events. Special events at the Nature Park Interpretive Center include Native Plant Sales in April and October, Bug Fest in August and Newt Day in November.

BENEFITS:

- Develop skills in environmental education and interpretation.
- Opportunities to work with seasoned educators, who have years of experience teaching natural sciences, managing groups and leading interpretive programs.
- Experience working with and observing children of various ages and development levels.
- Receive support and guidance from program coordinators, park rangers and other natural resources staff.
- Lunch may be provided.

SUMMARY OF DUTIES (includes, but not limited to, the following):

- Lead crafts and activities in and around the Nature Park Interpretive Center.
- Give talks and presentations to the public.
- Greet and provide information to event participants.
- Prepare materials and information required for activities.
- Assist in set-up and cleanup of Nature Park Interpretive Center.
- Record volunteer hours on event sign-in sheets provided by staff.

QUALIFICATIONS:

- Must possess good communication skills, confidence and be a team player, however must be able to work independently as well.
- Must be able to provide accurate and clear information.
- Must be able to deal tactfully and courteously with patrons, volunteers and District staff.
- Interest/knowledge in natural history or the environment is preferred.

EXPECTATIONS:

- Must attend all required trainings.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the Park District and should act in a manner that promotes the Park District in a positive manner.
- Each volunteer is expected to be timely and available to attend his/her scheduled shift. If you cannot attend your scheduled shift due to an emergency please contact your supervisor.

BACKGROUND CHECK: A background check may be necessary for this position.

I.D. BADGE: I.D. badges will not be provided for this position, but temporary nametags will be provided.

WORKING CONDITIONS: Work will be done indoors and outdoors. Be prepared to work outdoors

in varying weather conditions. Frequent exposure to heat, sunlight, wind, cold, rain and slippery trails. Periods of sitting or standing may be required.

APPLICATION INFORMATION: Please submit a completed volunteer application at <https://www.volgistics.com/ex/portal.dll/ap?AP=905367309> and indicate, in the notes section the events you are interested in volunteering with.