

Desert Botanical Garden

Cactus Clubhouse Volunteer

If Interested

Fill out the application form online, or contact Volunteer Manager, Grace Fullmer at gfullmer@dbg.org

PLACE OF WORK

Desert Botanical Garden

JOB DESCRIPTION

Provide assistance with facilitation, preparation, and engagement with children and families during Desert Botanical Garden programs. Volunteers will exhibit exceptional guest services skills, provide guests with a warm welcome and fond farewell, and other actions to help ensure that participants have a positive experience and enjoy their program.

QUALIFICATIONS

- Show proof of valid Covid vaccination, or request an exemption
- Complete a background check and fingerprinting (provided by the Garden)
- Active DBG volunteer status as outlined in the Volunteer Handbook
- Able to represent the Garden in a professional and courteous manner, exhibiting exceptional guest service skills and flexibility to work in a team environment
- Ready to play attitude:
 - Prepared to engage with children of all ages and abilities and adult caregivers
 - Optimistic, open-minded attitude
 - Ability to be flexible in a wide range of situations
- Able to repeatedly bend and stoop
- Able to lift up to 25 lbs
- Able to work outdoors and tolerate weather conditions

TRAINING/REQUIREMENTS:

- 90 minute initial training with Children & Family Education staff
- 60 minute COVID-19 Safety Training
- 90 day adjustment period
- Service contingent upon background check and fingerprint clearance

TIME COMMITMENT:

- Commit to a minimum of four (4) programs a year

- Must attend annual kick-off, or go through proper training
- Must attend Children & Family Education meetings scheduled every other month

DUTIES / RESPONSIBILITIES

- Assist with program set-up and clean-up, putting up and taking down way-finding signage, and preparing materials
- Welcome and check in guests (when roster is available), record attendance
- Engage with children and caregivers
- Answer guests' questions about children and family programs and the Garden
- Perform other tasks as requested by instructing staff
- Wear Garden-branded tops, neutral tone bottoms (jeans, khakis, black pants), and close-toed shoes.
- Follow all health and safety guidelines as provided by staff.
- Notify staff when unable to come in for your shift.
- Provide "fitness for duty" release from physician to return to volunteering if absent for health/medical condition
- Notify your staff member and volunteer staff if no longer going to volunteer in this assignment.
- Record volunteer hours

*Reasonable accommodations may be made, where necessary, to allow a qualified individual to perform essential volunteer functions