

VOLUNTEER OPPORTUNITIES AT THE DESERT BOTANICAL GARDEN



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ENVOY (Development Department)

Volunteers manage the on-site Membership kiosk and membership sales tables and sell Garden memberships. They increase visitor satisfaction by sharing information about Garden programs and events. Volunteers have the opportunity to work at the Membership Kiosk located outside Admissions or at the Membership Table during select events.

Volunteer Characteristics:

- Have a passion for the Garden and its variety of activities and the willingness to share this information with guests
- Experience with “soft” sales techniques
- Ability to work outdoors in all seasons

Shift availability:

- September—May, weekdays & weekends, times vary
- Volunteers recruited on an as-needed basis

Commitment: Kiosk: 2 shifts per month, Event table: 5 shifts per season

Training Requirements: on the job

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Evening
✓	Outside
✓	Works with guests
✓	Consistent Commitment

ASK A GARDENER (Education Department)

Provide local residents and other Garden visitors with information about desert plants, vegetable and herb gardening, and landscaping methods. Volunteers staff the Ask A Gardener station answering visitor questions about desert plants and other landscaping concerns.

Volunteer Characteristics:

- Enjoys providing arid gardening information to community

Prerequisite: Maricopa County Master Gardener Certification and/or DBG Desert Landscape School Graduate

Shift availability:

- October—November & February—April, Saturdays & Sundays & Community Days (2nd Tuesday of each month)
- Volunteers recruited on an as-needed basis

Commitment: 40 hours per year

Training Requirements: Ask a Gardener class, 2 hours

Assignment Profile:

✓	Weekends
✓	Daytime
✓	Outside
✓	Works with guests
✓	Varied Commitment

CHILDREN'S EDUCATION (Education Department)

Volunteers assist in and provide support for children's education programs with the Education Department. Job subcategories are:

- Seedlings Preschool/Baby Boojums
- Summer Camp
- Family Calendar Classes
- Marketing & Special Projects
- Garden Educator (school groups)

Volunteer Characteristics:

- Enjoys working with school age children
- Has passion for the science of desert plants
- Able to share accurate & precise information
- Able to walk trails in all weather

Shift availability:

- Year round, weekdays, times vary
- Volunteers recruited seasonally

Commitment: Varies with programming

Training Requirements: Varies with programming, Background check with \$10 fee

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Inside
✓	Outside
✓	Works with guests
✓	Varied Commitment

DOCENT (Education Department)

Docents share desert knowledge with visitors and transform the visitor experience into one of discovery and meaning. Docents provide themed guided tours and staff Discovery Stations in the Garden.

Volunteer Characteristics:

- Passionate about the scientific details of plant biology and plant adaption
- Enthusiastic about sharing knowledge & experiences with Garden guests
- Able to work outdoors, stand and walk trails in all weather
- Willingness to adhere to standard of accuracy and excellence

Shift availability:

- October—May, weekdays & weekends, 4 hour shift
- Volunteers recruited seasonally

Commitment: One shift per week on the volunteer's scheduled day

Training Requirement: Docent Training Classes – 100+ hours (course work, homework, garden familiarization)

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Outside
✓	Works with guests
✓	Consistent Commitment



DISCOVERY GUIDE (Education Department)

Discovery Guides share desert knowledge and engage visitors with hands on, multi-sensory experiences at Discovery Stations located throughout the Garden.

Volunteer Characteristics:

- Passionate about the scientific details of plants
- Enthusiastic about sharing knowledge & experiences with Garden guests
- Able to work outdoors in all weather
- Willingness to adhere to standard of accuracy and excellence

Shift availability:

- October—May, weekdays & weekends, times vary
- Volunteers recruited seasonally

Commitment: 4 hour shift, twice a month

Training Requirements: Discovery Guide Training Classes – 46 hours (course work, homework, garden familiarization)

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Outside
✓	Works with guests
✓	Varied Commitment

FLASHLIGHT TOURS (Education Department)

Flashlight Tour volunteers help introduce guests to the wonder of summer nights in the Sonoran Desert by facilitating experiences that promote active learning or activities that simply get guests outside and having fun! Volunteers may volunteer as Path Guides or Experience Guides.

Volunteer Characteristics:

- Sense of adventure & excitement about plant & animal interaction
- Enjoys working guests of all ages
- Able to be outdoors during summer evenings

Shift availability:

- May to September, Saturdays, 6:30pm—9:45pm
- Volunteers recruited seasonally

Commitment: 3 or more shifts per season

Training Requirement: Two 2 hour training classes

Assignment Profile:

✓	Weekends
✓	Evening
✓	Outside
✓	Works with guests
✓	Varied Commitment

GUEST GUIDE (Education Department)

Volunteers provide visitors with a friendly face and enhance their experience by providing trail guidance, map orientation, daily schedule information, special interest areas and sources for plant and other information. Volunteers communicate with fellow Guest Guides; Docents; and Garden frontline staff to ensure the best possible experience for guests.

Volunteer Characteristics:

- Able to work outdoors & tolerate weather conditions for extended periods of time
- Excellent customer service skills
- Enthusiastic and knowledgeable about the Garden

Shift availability:

- Year round, Daily, 9am—3pm
- Volunteers recruited seasonally

Commitment: 2 three hour shifts per year

Training Requirement: Guest Services training—2 hours

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Outside
✓	Works with guests
✓	Varied Commitment

INSTRUCTOR AIDE (Education Department)

An Instructor's Aide acts as a helper and liaison between Adult class instructors, guests (i.e., students, program participants) and the Desert Botanical Garden. The purpose of this support is to help ensure that the class is a positive experience for both guests and instructors so they are motivated to come back to the Garden for future programs.

Volunteer Characteristics:

- Enjoys interaction with & support of staff
- Ability to work evenings and weekends
- Ability to work with minimum supervision

Shift availability:

- Year long, weekdays & weekends, hours vary
- Volunteers recruited seasonally

Commitment: One shift per year plus 2-3 hours of training per year

Training Requirement: 3 hour training classes

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Evening
✓	Inside
✓	Works with guests
✓	Varied Commitment



PLANT HOTLINE (Education Department)

Volunteers staff the “Plant Hotline” station providing local residents and non-residents with current information on native and desert-adapted plant care and maintenance, vegetable and herb gardening, landscaping methods and general gardening knowledge including information about the Garden.

Volunteer Characteristics:

- Able to represent the Garden in a professional and courteous manner
- Willing to work on a weekday
- Skilled in interpersonal communication

Prerequisite: Maricopa County Master Gardener Certification and/or DBG Desert Landscape School Graduate

Shift availability:

- Year long, Monday—Friday 10am—11:30am (holidays excluded)
- Volunteers recruited on an as-needed basis

Commitment: 40 hours per year, 3 hours a week

Training Requirements: on the job

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Inside
✓	Works with guests
✓	Consistent Commitment

S.T.E.A.M. (Education Department)

Volunteers build containers for the Children’s Education STEAM curriculum: Science, Technology, Engineering, Art and Mathematics. Students use the containers to build innovative design models inspired by nature.

Volunteer Characteristics:

- Working with a team to accomplish a common goal
- Skillful with hands
- Enjoys working indoors

Shift availability:

- October through April, alternating Thursdays, 1pm—4pm
- Volunteers recruited continuously

Commitment: one or more shifts

Training Requirement: on the job

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Inside
✓	Behind the scenes
✓	Varied Commitment

FESTIVALS (Event Services Department)

Dogs Day, Dia de los Muertos, and Chiles & Chocolate are just a few of the festivals that the Garden hosts each year. Many guests who attend are new to the Garden and volunteers assist in path guiding, assisting with activities, handing out supplies, and many other activities.

Volunteer Characteristics:

- Enjoys providing information and social interactions with Garden guests during Garden festivals

Shift availability:

- Varies per assignment
- Volunteers recruited continuously

Commitment: one or more shifts

Training Requirements: on the job

Assignment Profile:

✓	Weekends
✓	Daytime
✓	Evening
✓	Outside
✓	Works with guests
✓	Varied Commitment

LUMINARIA (Event Services Department)

In November and December the Garden comes to life with the glow from more than 8,000 hand-lit luminaria bags and thousands of twinkle lights. Volunteers assist in preparation for the event by lighting the candles, provide guest service and way-finding assistance, and replace and snuff candles .

Volunteer Characteristics:

- Enjoys social & informative interactions with garden guests
- Available for evening work and cooler weather (if path guiding)

Shift availability:

- Mid-November until December 30th, shift times vary by assignment type
- Volunteers recruited seasonally

Commitment: one or more shifts

Training Requirement: via email & on the job

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Evening
✓	Outside
✓	Works with guests
✓	Varied Commitment

SPECIAL EVENTS (Special Events Department)

Special Event Volunteers enhance the visitors' experience with wayfinding during events, answering questions about the event, and assisting visitors at special activity areas. Other duties may include ushering, ticket-taking, and distributing programs. Volunteers help ensure that participants enjoy each special event in the Garden.

Volunteer Characteristics:

- Enjoys providing information and social interactions with Garden guests during special day & evening events

Shift availability:

- October through June, typically in the evenings and on weekends with some exceptions
- Volunteers recruited seasonally

Commitment: 2 or more shifts per season

Training Requirement: 2 hour training class

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Evening
✓	Outside
✓	Works with guests
✓	Varied Commitment

BUTTERFLY PAVILION (Exhibits Department)

The Butterfly Pavilion is a vibrant environment with colorful butterflies and enthralled visitors. The Pavilion is open in the fall and spring. Volunteers assist Butterfly Pavilion Staff in and around the Butterfly Pavilion area and help to ensure the visitor's experience is positive, informative and safe.

Volunteer Characteristics:

- Enjoys greeting and sharing information with guests
- Enjoys working with children
- Able to work outdoors in heat and cold

Shift availability:

- Seasonally in Spring & Fall, Daily, shifts ~3 hours long
- Volunteers recruited seasonally

Commitment: 4 or more shifts a season

Training Requirement: Butterfly Pavilion Training (2 hours)

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Outside
✓	Works with guests
✓	Some regular commitment

COMMUNITY GARDEN (Horticulture Department)

Volunteers participate in a co-op management style to grow vegetables, fruit, flowers, and herbs. More than half of the fresh produce grown in the Community Garden is donated to a local food bank that provides weekly assistance to area individuals and families. Experienced co-op gardeners provide novice gardeners with advice and assistance. Volunteers perform numerous garden chores that include: preparing beds by weeding, pruning, laying down mulch, making and screening compost, and harvesting produce.

Volunteer Characteristics:

- Enjoys working outside in different weather conditions
- Ability to walk, stand, bend, & get up

Shift availability:

- Year round, Saturdays and/or Tuesdays, 7am—10am
- Volunteers recruited based on departmental needs

Commitment: Preferred 4 hours monthly

Training Requirements: On the job

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Outside
✓	Behind the scenes
✓	Varied commitment

GROUNDSKEEPER (Horticulture Department)

The Groundskeeper is responsible for the overall non-maintenance care, cleanliness and grooming of the grounds and building exteriors (excluding plant beds) of the Desert Botanical Garden.

Volunteer Characteristics:

- Sense of orderliness
- Competent attention to details
- Enjoys working outside

Shift availability:

- Weekly; 3-4 hour shift, early mornings and possibly before major events
- Volunteers recruited on an as-needed basis

Commitment: varies

Training Requirements: on the job

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Outside
✓	Behind the scenes
✓	Consistent Commitment

HORTICULTURE AIDE (Horticulture Department)

Horticulture Aides assist the Horticulture staff in caring for the Garden's living collection of desert plants. Volunteers care for and help maintain the plants as directed by Horticulture staff.

Volunteer Characteristics:

- Passion for the care and support of Desert plants: i.e. pruning, irrigation, digging and planting
- Enjoys interaction with and in support of staff
- Ability to follow instructions
- Ability to walk trails in all weather
- Ability to bend, get up & down

Shift availability:

- Year round, Tuesday—Friday, 8am/7am—11am, hours vary slightly in summer
- Volunteers recruited on an as needed basis

Commitment: One shift per week on the volunteer's scheduled day

Training Requirement: on the job

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Outside
✓	Works with guests
✓	Consistent Commitment

PLANT SALE (Horticulture Department)

The Garden's Plant Sale, held twice a year in March and October, is a one-stop shopping experience featuring a variety of arid-adapted plants available in one location. Volunteers greet customers, assist in the purchasing process and provide way-finding around the sales lot.

Volunteer Characteristics:

- Passion for desert plants & landscaping
- Passion for sharing knowledge with guests
- Able to stand, lift and walk outdoors

Shift availability:

- One weekend in May & October, Friday-Sunday, shift times available between 6:30am & 5:30pm
- Volunteers recruited continuously

Commitment: one or more shifts

Training Requirements: on the job

Assignment Profile:

✓	Weekdays
✓	Weekends
✓	Daytime
✓	Outside
✓	Works with guests
✓	Varied Commitment



RESEARCH, CONSERVATION, & COLLECTIONS (RCC Department)

Volunteer Research “Specialists” are recruited for specific jobs/projects such as lab work, mounting herbarium specimens, field work, etc. A job description is written according to the specific needs and skills required for the designated jobs/projects.

Volunteer Characteristics:

- Attention to detail
- Works well with minimum supervision
- Ability to work quietly and collegially
- Ability to work outdoors/indoors

Shift availability:

- Year round, weekdays, times vary
- Volunteers recruited on an as-needed basis

Commitment: Varies with programming

Training Requirements: on the job, experience/knowledge required based on assignment

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Inside
✓	Behind the scenes
✓	Consistent Commitment

SPECIAL PROJECTS (Various Departments)

Volunteers assist in a variety of projects requested by Garden departments. Tasks include assembly of objects for special events and packets of written materials, general office support, data entry, or other tasks as assigned.

Volunteer Characteristics:

- Enjoys team work
- Skillful with hands
- Enjoys working indoors/outdoors
- Demonstrates discretion
- Enjoys interaction with & support of staff

Shift availability:

- Varies per assignment
- Volunteers recruited on an as-needed basis

Commitment: one or more shifts

Training Requirements: on the job

Assignment Profile:

✓	Weekdays
✓	Daytime
✓	Inside
✓	Outside
✓	Behind the scenes
✓	Varied Commitment