

Audubon Canyon Ranch

## **Martin Griffin Preserve ACR Nature Guide**

### **A Fun and Educational Volunteer Naturalist Position!**

#### **DESCRIPTION:**

The Audubon Canyon Ranch (ACR) Nature Guide is an unpaid position that serves to support the enjoyment and education of visitors to the Martin Griffin Preserve (MGP) on Saturdays during the general public season from May to July. In the future, public programming could extend past these dates and expand to include Sundays.

#### **STAFF SUPERVISION:**

Nature Guides are under the immediate supervision of the Weekend Program Facilitator (WPF) and the Day Chairs. The WPF and the Day Chairs follow the general direction of the Education Director/Resident Biologist and Education Program Coordinator, with guidance from the Nature Guide Council and other Preserve staff.

#### **MINIMUM QUALIFICATIONS:**

- A sincere interest in communicating a knowledge and appreciation of nature to the public
- A minimum age of 18 years (younger volunteers by special application)
- For a volunteer younger than 18 years of age, a parent or guardian must be present during all volunteer hours
- The completion of Nature Guide training
- The physical capacity to participate in the program

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate a welcoming, flexible and respectful presence working with volunteers, staff and visitors
- Communicate and follow established ACR guidelines and policies
- Respect the competencies of others; be considerate; work as a member of a team
- Exercise sound and independent judgement and show appropriate levels of problem solving
- Maintain the integrity of ACR with the public and honor confidential information

#### **NATURE GUIDE DUTIES AND EXPECTATIONS:**

- Participate in the public season by working at MGP on at least two Saturdays and leading at least one interpretive program, on one of those Saturdays, during the Public Season for each of two years following training and, thereafter, maintain Active status by working for a minimum of at least one weekend day in subsequent Public Seasons

- Fulfill scheduled commitments promptly and reliably
- Uphold the Nature Guide Substitution Guidelines
- Assist in preparation and closing as needed for public days
- Welcome and direct visitors, respecting their needs and requests
- Interpret observations and convey information to visitors as appropriate
- Refrain from abusive manner, behavior or speech
- Follow and communicate ACR policies as they pertain to Preserve use
- Provide ACR Staff with appropriate feedback on needs and areas for improvement in the Public Season Weekend Program
- Provide suggestions and recommendations to the Nature Guide Council to increase program effectiveness
- Notify Nature Guide Council President, in writing, of extended leave of absence or resignation

As an organization ACR values the safety of children in our care, therefore all individuals who work with, or around, children are, at ACR's sole and exclusive discretion, subject to a criminal background check.

Accepted:

\_\_\_\_\_  
(Volunteer Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please print name here.)

\_\_\_\_\_  
(Parent Signature, if Volunteer is under the age

\_\_\_\_\_  
Date of 18)

\_\_\_\_\_  
(Please print name here.)