

Natural History Museum of Utah Volunteer Program

Field Trip Assistant Position

NHMU Mission:

The Natural History Museum of Utah illuminates the natural world and the place of humans within it. Field Trip Assistant volunteers will ensure smooth orientation for students to the Museum and help foster a good experience with natural history.

Position Summary:

Work with staff to orient K-12 school groups upon arrival, provide information and help to ensure school groups feel accommodated and supported throughout their visit, convey and reinforce behavioral expectations, and engage students in the galleries.

Department: School Programs

Supervisor: Jenny Campbell-Aoki, Education Program Specialist

Skills/Abilities:

- Enjoy working with students
- Comfortable managing large groups
- Good oral communication skills
- Flexible
- Able to take initiative
- Dependable and punctual
- Comfortable learning basic skills to use computer programs, iPods, and iPads.
- Capable of standing or walking for extended periods

Training Required:

All volunteers are required to attend a 3.5 hour New Staff and Volunteer Orientation training prior to starting their volunteer position. Additionally, Field Trip Assistants are required to attend a School Programs Field Trip Volunteer Kickoff and a School Programs Customer Service training. Further on-the-job training will be provided

Training Schedule:

NHMU Orientation, 3.5 hours RSVP required:

- 1st Friday of the month: 12:00 p.m. – 3:30 p.m.
- 3rd Wednesday of the month: 5:00 p.m. – 8:30 p.m.

School Programs Field Trip Volunteer Kickoff, 2 hours:

- Wednesday, August 30, 2017, 5:00-7:00pm

School Programs Customer Service training, 1.5 hours:

- TBD

Shifts Available:

- Monday, 9:15 a.m. – 12:15 p.m.
- Tuesday, 9:15 a.m. – 12:15 p.m.
- Wednesday, 9:15 a.m. – 12:15 p.m.
- Thursday, 9:15 a.m. – 12:15 p.m.
- Friday, 9:15 a.m. – 12:15 p.m.

Time Commitment:

Field Trip Assistants will volunteer one three-hour shift per week, for the duration of the September 2017 – May 2018 school year.

Benefits:

Volunteers at the Natural History Museum of Utah enjoy benefits that are intellectual, social, and meaningful. Volunteers have the opportunity to expand their knowledge of the natural world through specialized trainings, behind-the-scenes access, and interaction with the Museum's research staff; they can broaden their social circle by making connections with fellow volunteers, Museum staff, and Museum guests; they contribute to scientific research, and make an impact in increasing scientific literacy and awareness in the local community, and beyond.

In addition, the Museum offers the following benefits:

- Volunteer t-shirt and nametag
- Free admission into the museum
- Two free guest passes for every 25 hours of service
- Museum Membership discount
- Discount at Museum Store and Café
- Use of the volunteer lounge
- Continuing Education programs, including lectures and tours
- Invitation to social and recognition events

Age Requirement: Minimum of 18 years of age.

Background checks are required for all volunteers 18 years and older.