

2024

Volunteer

INFORMATION PACKET



Requirements & Commitments



REQUIREMENTS

- Submit volunteer application
- Complete a background check with the City of Arvada
- Attend New Volunteer training (some positions require additional trainings)
- Complete an interview with staff (not required for all positions)
- Provide an email address and phone number

COMMITMENTS

- Three (3) hours of volunteer time each month
- Use Sign-Up Genius to sign up for volunteer slots
- Communicate with staff

Benefits



Volunteering at the Nature Center is a great way to meet new people, get involved in the community, learn new skills, and make a difference! To show our appreciation for all that volunteers contribute, we also provide:

- Monthly enrichment opportunities, such as field trips to other interpretive sites, social outings, and more
- Quarterly workshops and development opportunities to share ideas and connect
- Volunteer Appreciation Event for volunteers with at least 15 hours of service throughout a given year
- Staff pricing or free programs and facility rental discounts at the Nature center
- Year-end service awards to recognize outstanding participation and contributions

Garden Assistant

POSITION SUMMARY

Help our garden grow! Primarily active in the spring and summer, Garden Assistants help to maintain the health and beauty of the Nature Center's 25,000 sq. ft. demonstration garden. Tools, gloves, and training provided.



REQUIREMENTS

- Background check
- Attend New Volunteer training

DUTIES

- Remove noxious weeds
- Control overgrowth through pruning and thinning
- Maintain plant labels
- Gather seeds
- Add new native and regionally appropriate plants
- Teaching and outreach opportunities available



Nature Educator

POSITION SUMMARY

Inspire children to develop a connection with nature by teaching pre-developed programs to students on school field trips. This position is busiest midweek in the spring and fall. Most programs are at the Nature Center with occasional outreach visits to schools. Opportunities are also available to create and lead public programs for all-ages.

REQUIREMENTS

- Interview with staff
- Background check
- Attend New Volunteer training
- Attend Interpretation training
- Attend CPR/First Aid training
- Must enjoy working with school-age children
- Shadow one program

DUTIES

- Teach Pre-K through 5th grade pre-developed programs
- Lead children through exploration of nature
- Develop custom programs (if desired)



Nature Center Host

POSITION SUMMARY

The Nature Center Host is needed year-round. They are the first point of contact for visitors to the Nature Center and often spend time welcoming visitors with a friendly smile, answering questions, and assisting with the use of displays.



REQUIREMENTS

- Interview with staff
- Background check
- Attend New Volunteer training
- Use available resources to familiarize yourself with Nature Center and surrounding area to be able to find answers to questions

DUTIES

- Greet visitors
- Log walk-in visitors and program attendees
- Answer visitor's questions
- Assist with using displays
- Hand out maps and brochures
- Sell items from Gift Nook
- Opening/closing duties, if needed



Outreach & Event Ambassador

POSITION SUMMARY

Ambassadors help at large events around the City of Arvada and the surrounding areas as a representative of the Nature Center. They assist at booths by promoting the Nature Center and its programs, as well as using fun activities to educate in an informal manner. Ambassadors can also assist with parking, greeting, operating the grill, and many more activities at special events.



REQUIREMENTS

- Interview with staff
- Background check
- Attend New Volunteer training
- Must enjoy talking with the public

DUTIES

- Assist with set-up and/or break-down of booths at events
- Lead fun, quick activities
- Answer questions about the Nature Center
- Hand out brochures
- Opportunities to host pop-up booths in parks around the city
- Opportunities to help plan large events such as Earth Day, National Trails Day, and more



Community Science

POSITION SUMMARY

Community scientists generally fall under two categories: Monarch Monitors and BioBlitz leaders. Monarch Monitors are assigned a milkweed patch in the garden that they are responsible for monitoring. BioBlitz leaders lead groups during Community Science events to assist with using iNaturalist to document species. This could also assist other studies that conduct research within the park.



REQUIREMENTS

- Background check
- Attend New Volunteer training
- Attend Monarch Monitoring training (for Monarch Monitors)
- Knowledge of iNaturalist (for BioBlitz leaders)

DUTIES

- Monitor assigned milkweed patch
- Document species of flora and fauna in the park using iNaturalist
- Assist with special studies in the park, as needed



Park Patrol

POSITION SUMMARY

Help keep our trails and wildlife safe as a Park Patroller. Patrollers do not enforce park rules, rather they educate the public using Authority of the Resource. As the eyes and ears of Parks staff, Patrollers share trends, concerns, and observations with staff.



REQUIREMENTS

- Interview with staff
- Background check
- Attend New Volunteer training
- Develop an understanding of park rules and regulations

DUTIES

- Talk to strangers and address visitor concerns in a friendly manner
- Provide a visual presence on frequently used park trails, especially during heavily used times
- Complete and submit patrol log at the end of each patrol
- Report safety issues and trends to staff



Wildlife Monitor

POSITION SUMMARY

Help us understand the species of animals that are using our open spaces by monitoring wildlife cameras. Cameras capture trail users, humans and wildlife, as well as provide insight for natural resource management.

REQUIREMENTS

- Background check
- Attend New Volunteer training
- Ability to travel over uneven terrain to reach cameras
- Ability to use a computer to review and save photos

DUTIES

- Collect SD cards from wildlife cameras, replace batteries when needed
- Maintain area around camera traps to keep clear of overgrowth
- Check SD cards, save good photos, delete unwanted photos
- Record animal sightings in wildlife log
- Communicate with staff when cameras need attention



Trail Maintenance

POSITION SUMMARY

Keep the City of Arvada's trails safe and functional by leveling and filling eroded areas, closing/blocking social trails, and adding new sections of trail.

REQUIREMENTS

- Background check
- Attend New Volunteer training
- Ability to navigate uneven terrain to reach segments of trail that need attention



DUTIES

- Fill eroded areas of trails with fresh gravel or mulch
- Work with Parks staff to block social trails and create new sections of trail
- Monitor trails for areas that need attention
- Follow safety practices



Habitat Restoration

POSITION SUMMARY

With 80+ acres and a variety of habitats, there are many projects in which Habitat Restoration volunteers can participate. Russian Olive, Teasel, Thistle, Bindweed, and an overgrowth of Cattails degrade our wetland and prairie habitats and need to be removed to allow for the growth of beneficial plants.



REQUIREMENTS

- Background check
- Attend New Volunteer training

DUTIES

- Remove noxious weeds and invasive species throughout the park
- Plant native species where appropriate
- Thin cattails
- Participate in large-scale projects such as National Trails Day or Earth Day, when appropriate
- Follow safety practices



Animal Caretakers

POSITION SUMMARY

Animal ambassadors are the animals on exhibit that can act as a bridge to teach the public about wildlife. These ambassadors need training, feeding, cleaning, and enrichment. Animal caretakers regularly interact with the animals on exhibit at the Nature Center and may be responsible for handling them during programs or events with the public.



REQUIREMENTS

- Background check
- Attend New Volunteer training
- Animal handling and husbandry training

DUTIES

- Handle ambassadors to train them to be comfortable being moved, touched, and walked with
- Refill water bowls/change snake bedding
- Check tank water and water changes
- Weekly feeding
- Record updates and observations in the record log
- Transport animals to/from programs and events
- Create enrichment



Camp Docent

POSITION SUMMARY

Assist summer camp instructors with games, activities, counting heads, and having fun. Camps are Monday through Friday in the summer. Camp docents can help kids identify flora and fauna as well as simply encouraging campers to connect with the park through play. Camps will be broken into groups that will rotate through different themed activities each week.

REQUIREMENTS

- Interview with staff
- Background check
- Attend New Volunteer training
- Attend camp training & first aid/CPR

DUTIES

- Check the to-go bag every morning, restock if needed
- Count kids and respond to radio calls
- Notify staff of any safety issues
- Report any suspicious behavior to staff
- Lead games, activities, and crafts as needed
- Take campers on walking tours of the park
- Help enforce camp rules



Additional Opportunities

In addition to formal volunteer positions, there are often miscellaneous opportunities to get involved, such as:

ADMINISTRATIVE

Help with record-keeping, create order lists, schedules, and reports, assist with grant applications and strategic planning.

TRASH CLEANUP

Participate in large-scale trash clean-up projects, lead volunteer groups, assist in monthly clean-up projects.

EXHIBITS

Help develop and build new exhibits, write interpretive content for signage, translate signage.

COMMUNITY CONNECTION AMBASSADORS

Reach out to community partners, develop relationships, act as a Nature Center liaison.

OTHER

If you have a special skill that you would like to use, let us know!

REQUIREMENTS

- Background check
- Attend New Volunteer training
- Additional requirements are possible, depending on the scope of work



Schedule & Next Steps



1. **SUBMIT APPLICATION**

Applications are accepted quarterly.

2. **BACKGROUND CHECK**

The City of Arvada's HR department will send applicants an emailed link to complete a background check.

3. **INTERVIEW WITH STAFF**

Only required for some positions.

4. **ATTEND TRAINING**

Trainings vary based on position.

5. **START VOLUNTEERING!**

Use Sign-Up Genius to sign up for slots.

2024 SCHEDULE

First Quarter Application Deadline: March 8

First Quarter Interviews: March 13-15

First Quarter New Volunteer Training: Offered March 21 and March 23

Second Quarter Application Deadline: June 14

Second Quarter Interviews: June 19-21

Second Quarter New Volunteer Training: Offered June 22 and June 25

Third Quarter Application Deadline: September 13

Third Quarter Interviews: September 18-20

Third Quarter New Volunteer Training: Offered September 26 and September 28

Fourth Quarter Application Deadline: December 6

Fourth Quarter Interviews: December 10-11

Fourth Quarter New Volunteer Training: Offered December 12 and December 14