

## **Beaty Biodiversity Museum Education Volunteer**

*Volunteer Role Description and Application Information*

### **Role Description**

Museum volunteers engage visitors in the wonder of biodiversity through discussions and activities, and answer questions about the museum, its collections, and its research. Volunteers represent the museum on the floor daily and occasionally provide support for special museum events and lectures. Volunteers are almost always stationed inside the Beaty Biodiversity Museum, and interact with visitors during open hours.

### **What do volunteers do?**

- Interact with visitors in the museum using touchable specimens, activities, crafts, and more.
- Assist with educational and outreach programs, including story time, puppet shows, and various indoor (and occasionally outdoor) activities (games, bug hunts, etc.).
- Provide excellent customer service and answer general museum inquiries from visitors.
- Assist with flow of visitors through the museum: at closing time, before and after daytime lectures
- Help with other tasks related to museum activities and events (organizing supplies, prepping material for activities, registration, set-up and takedown for events, etc.).

### **Volunteers who are a good fit will be:**

- Friendly, considerate, and are ready to start conversations with visitors in the museum
- Eager to learn new things about biodiversity
- Interested in ecology, evolution, biodiversity, natural history, biology, science, and/or STEM
- Reliable, punctual, and professional
- Looking to build or use communication, language, and/or teaching skills
- Welcoming of people from different backgrounds, with different opinions, and different abilities
- Prepared to commit to regular volunteering

### **Volunteers are required to:**

- Start conversations with museum visitors of all ages: one-on-one, in small and larger groups
- Handle real museum specimens, including bones, fur, fish, feathers, fossils, jars, plants, and shells
- Have regular, verbal conversations in English. Other languages are very welcome, but not required.
- Use reference materials that are written in English
- Work independently while following a task-based schedule that moves you around the museum
- Respect and cooperate with other staff and volunteers in the museum
- Complete a police record check upon selection
- Lift over 10lbs and use a ladder, or be willing to ask for help when needed
- Transport yourself to and from the Beaty Biodiversity Museum for all shifts. Parking is not provided for volunteers. Transit, car-sharing, and cycling are great options!
- Access a computer to schedule shifts (can be provided at the museum)
- Call the museum if running late or needing to change a shift
- Be 16 years old or over on April 23, 2017

### **Volunteer benefits:**

- Gain valuable training and experience in public speaking and informal education
- Work with experienced museum staff, UBC biodiversity researchers, and like-minded volunteers
- Learn about biodiversity and current research through training and development opportunities
- Invitations to special volunteer appreciation events and ongoing training opportunities
- Free admission to the museum and 10% off at the gift shop
- Receive 4 free guest passes for friends and family per calendar year
- A written reference letter after you reach 100 volunteer hours, upon request

### Time Commitment

- A minimum of four (4) shifts per month, ongoing, starting in late April 2017
  - Morning shifts (9:15am-1:30pm),
  - Afternoon shifts (12:45pm-5:15pm), and/or
  - Special event shifts (for example, occasional evenings from 5:00pm-9:00pm)

### Training

Museum volunteers can choose to participate in one of two day-long training sessions as follows:

- Sunday April 23 2017: 9:00am-5:00pm, or
- Monday April 24 2017: 9:00am-5:00pm

Attendance at one of these sessions is mandatory for volunteering with the museum.

*New museum volunteers will be scheduled with an experienced museum volunteer on their first shift. Additional training is offered to museum volunteers to enhance their knowledge and understanding; participation is not mandatory but encouraged. Dates, times, and topics will be shared with volunteers.*

### Selection

Applicants for the museum volunteer position will be assessed on the following mandatory components of their application package:

- Responses to application questions (see “Apply Now” for the link)
- In-person interview and activities (45 minutes on Tuesday, April 11)

### Important Dates

Date	Time	Activity
Monday, March 27, 2017	By 11:59pm	Application Deadline
Tuesday, April 11 2017	5:30pm-9:00pm	In-person Interviews
Sunday, April 23 2017	9:00am-5:00pm	Training Option #1
Monday, April 24 2017	9:00am-5:00pm	Training Option #2

### Apply Now

If this position sounds like a good fit for you, we invite you to apply to join our team by applying online at [www.beatymuseum.ubc.ca/volunteer](http://www.beatymuseum.ubc.ca/volunteer).

The Beaty Biodiversity Museum selects volunteers on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

### About the Museum

The Beaty Biodiversity Museum strives to inspire an understanding of biodiversity, its origins, and importance to humans through collections-based research, education and outreach. As Vancouver’s natural history museum, we work to promote a greater sense of collective responsibility for the biodiversity of British Columbia, Canada, and the world. The unique combination of world-class research, paired with beautiful, compelling exhibits, strives to make the research conducted at UBC more accessible to the public. Among our two million treasured specimens are a 26-metre-long blue whale skeleton suspended in the atrium, the third-largest fish collection in Canada, and myriad fossils, shells, insects, fungi, mammals, birds, reptiles, amphibians, and plants from around BC and across the world.