

Beaty Biodiversity Museum Evaluations Volunteer

Volunteer Role Description and Application Information

Role Description

The Beaty Biodiversity Museum strives to our vision of “a world where biodiversity is better understood, valued, and protected.” In order to continually improve our visitor experience, we are committed to ongoing projects that evaluate the success of exhibits and programs; we need volunteers to help collect data. This position involves interacting with visitors on the floor, completing visitor studies, and communicating results.

Along with evaluations, you will be trained and able to participate in all educational shifts, so you will get a variety of experiences at the museum. For details on the education position description, please visit www.beatymuseum.ubc.ca/volunteer.

What do volunteers do?

- *All points from the education volunteer position, plus:*
- Provide excellent customer service and answer general museum inquiries from visitors
- Learn to use a variety of tools to observe and record visitor learning and behaviour
- Gather data, according to the museum’s approved methods
- Input data, ensuring the rigor and safety of data
- Assist with data analysis and reporting, as needed
- Assist with refining methods and questions, as needed

Volunteers who are a good fit will be:

- *All points from the education volunteer position, plus:*
- Friendly, considerate, and are ready to start conversations with visitors in the museum
- Eager to learn new things about biodiversity, visitor studies, and evaluation
- Reliable, punctual, and professional
- Independent, analytical, communicative, and organized
- Experienced in statistics, math, science, computing, social sciences, museum studies, program evaluation, and/or education, at a minimum of two years in post-secondary education (or equivalent experience)
- Interested in developing analytical skills, data visualization, and data collection (qualitative and quantitative)
- Experienced with and welcoming of working with people of different ages, from different backgrounds, with different opinions, and different abilities
- Prepared to commit to regular volunteering

Volunteers are required to:

- *All points from the education volunteer position, plus:*
- Approach visitors of all ages using approved evaluations methods
- Speak, write, and read English fluently. Familiarity with biological terms is an asset.
- Work independently, sometimes with no check ins during a shift
- Keep evaluations results and participation confidential, unless otherwise stated
- Commit to a regular, weekly shift, if the methodology requires regular data collection

Volunteer benefits:

- Gain valuable training and experience in public speaking, evaluation, visitor studies, 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)
- Evaluations shifts may differ slightly, depending on the methodology, but will take place Tuesday through Sunday between 10am-5pm, and occasionally during evening events.

Training

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

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

In addition, evaluations volunteers will be required to attend 4-8 hours of training per project (every ~6-12 months) at a mutually agreeable time. This training will count towards total hours.

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
May 2017, date TBD	TBD	Evaluations Specific Training

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.

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.