



Lookout Mountain Nature Center Volunteer Program

Application and Information Packet

*Share your knowledge and love of nature with Lookout Mountain
Nature Center and Jefferson County Open Space park visitors!*



Inside:

- Position Descriptions
- Application
- For questions, contact
Alicia Vermilye, LMNC
Volunteer Coordinator:
(720)497-7601

Welcome and thank you for your interest in applying for a volunteer position with Jefferson County Open Space. Inside this brochure, you'll find the step-by-step process for applying for our volunteer program, including position descriptions, application deadlines, training dates and requirements for the program in which you have expressed interest. Once you've reviewed the information, simply fill out the application and return it to the Volunteer Services office by the indicated date. The rest of this packet is yours to keep. If you have questions, feel free to call the Volunteer Services Administrator at (303) 271-5922. Following return of your application, you'll be contacted by a Volunteer Coordinator to set up an interview. Once you've submitted your application, the following steps apply:

Step One: Attend an Interview/Orientation

All prospective volunteers will be interviewed for the LMNC volunteer program. The interview and orientation will take 45 min.—1 hr. and will be held March 2—6, 2015 and March 17—26, 2015.

Step Two: Attend Training Specific to Your Volunteer Position

Volunteer training is mandatory. There will not be alternate dates available. All trainings take place at Lookout Mountain Nature Center. The dates for the new volunteer training are:

*Tuesday, March 3rd, 10:00am — 12:00pm, Wednesday, March 18th, 10:00am — 1:00pm,
Tuesday, March 24th, 10:00am — 1:00pm*

Step Three: Schedule Two Observation Shifts

Staff and experienced volunteers will guide you on your first two shifts. The schedule for these shifts is flexible. However, at least two observation shifts must be completed before a new volunteer is cleared to volunteer on their own.

Step Four: Get your uniform and schedule your first volunteer shift!

Any questions? Contact Alicia Vermilye, LMNC Volunteer Coordinator at (720) 497-7601

TITLE: INFORMATION SPECIALIST

SUPERVISOR: LMNC Program Coordinator

SUMMARY OF POSITION:

Provide interpretive and information services, predominantly at Lookout Mountain Nature Center (LMNC) and/or the Pine Valley Ranch (PVR) Depot.

DUTIES:

1. Greet and orient visitors to Lookout Mountain Nature Center and the Jefferson County Open Space (JCOS) Program; answer questions and assist visitors.
2. Offer impromptu/scheduled building and exhibit vignettes and tours.
3. Represent Lookout Mountain Nature Center and the Jefferson County Open Space Program at special outreach events.
4. Complete defined, mission-supportive projects.

REQUIREMENTS:

1. Possess good people skills.
2. Desire and ability to support JCOS's and LMNC's mission and goals, and to represent the organizations positively and professionally.
3. All volunteers must complete a background check before working with visitors.
4. Volunteers must buy and wear a Jefferson County Open Space volunteer uniform.
5. Complete required training. Initial training is about 8 hours.

TIME COMMITMENT:

1. After training, complete any combination of 40 or more hours per year.
2. Optional: participate in continuous learning opportunities such as volunteer appreciation events for LMNC and all of Open Space, public programs, or additional training sessions.

BENEFITS:

1. Share your love of nature with others and make a difference!
2. Meet new people with common interests.
3. Enhance your natural history knowledge and public speaking skills.
4. Receive professional training, support, and performance feedback.
5. Attend continuous learning opportunities and volunteer social functions.
6. Be recognized and appreciated for your contributions!

TRAINING:

1. JCOS and LMNC Volunteer Orientation (scheduled through LMNC Volunteer Coordinator).
2. Information Specialist training.
3. Shadow current volunteers.

TITLE: PROGRAM NATURALIST

SUPERVISOR: LMNC Program Coordinator

SUMMARY OF POSITION:

To inspire and teach people of a variety of ages and interest levels about Jefferson County's natural systems and open spaces through specific programming.

DUTIES:

1. Lead pre-developed interpretive programs and vignettes on selected natural history topics, predominantly on weekdays, for schools, senior citizen clubs, Scouts, etc.
2. Propose, develop and lead interpretive programs and vignettes on natural history topics, predominantly on the weekends, for general public audiences.
3. Assist with special events as needed.
4. Conduct programs during days or evenings, Tuesday through Saturday at Lookout Mountain Nature Center Preserve or other Open Space Parks.

REQUIREMENTS:

1. Must be at least 18 years of age.
2. Possess good people skills.
3. All volunteers must complete a background check before working with visitors.
4. A passion for learning and keen interest in sharing a love for nature.
5. Desire and ability to support JCOS's and LMNC's mission and goals, and to represent the organization positively and professionally.
6. Purchase a uniform shirt.
7. Complete required Interpretative Naturalist training (see below).

TIME COMMITMENT:

1. After training, complete any combination of 40 or more hours per year.
2. Optional: Participate in continuous learning opportunities such as quarterly meetings, public programs, additional training, etc.

BENEFITS:

1. Share your love of nature with others and make a difference!
2. Meet new people with common interests.
3. Enhance your natural history knowledge and public speaking skills.
4. Enjoy the laughter and understanding you create in those you teach.
5. Receive professional training, support, and performance feedback.
6. Attend continuous learning opportunities and volunteer social functions.
7. Be recognized and appreciated for your contributions.

TRAINING:

1. JCOS and LMNC Volunteer Orientation.
2. Initial Program Naturalist training consists of 32 hours of classroom training. Following the classroom training, an individualized mentoring program is developed for Naturalists that includes program observations and opportunities to co-lead programs until they are ready to lead programs on their own.
3. Regular opportunities for continuing education are offered and are optional.

TITLE: ASTRONOMY TEAM MEMBER
SUPERVISOR: LMNC Astronomy Team Coordinator

SUMMARY OF POSITION:

Provide interpretive programming about astronomy using telescopes at Pine Valley Ranch's William Baehr Observatory and portable telescopes in other Jefferson County Open Space Parks.

DUTIES:

1. Represent Jefferson County Open Space while leading or co-leading scheduled astronomy programs at Pine Valley Ranch's William Baehr Observatory and other Open Space Parks on Friday or Saturday nights and occasional weekdays for special astronomical events (after dark for most programs).
2. Use telescopes and other tools to effectively teach about the night sky and help visitors understand night sky navigation and features.
3. Learn the correct way to use and store astronomy equipment, including the historic telescope at the William Baehr Observatory and the other portable telescopes used for astronomy programs.

REQUIREMENTS:

1. An interest and desire to work with the public.
2. Background knowledge in astronomy and Jefferson County Open Space is helpful but not required.
3. All volunteers must complete a background check.
4. Volunteers will also be required to wear a Jefferson County Open Space volunteer uniform.
5. Volunteers must complete training before working with visitors.

TIME COMMITMENT:

1. Complete Volunteer Orientation, Program Naturalist training (see below) and Astronomy Team training (approximately 40 hours total).
2. Assist or lead a minimum of three programs during the year.

BENEFITS:

1. Share your interest and knowledge with others.
2. Spend time at night in Open Space Parks with the public.
3. Improve your knowledge of Open Space and astronomy.
4. Work with Open Space staff and volunteers.
5. Meet others with similar interests.
6. Be recognized for your help and accomplishments.
7. Attend special events just for Open Space volunteers.

TRAINING:

1. JCOS and LMNC Volunteer Orientation.
2. Initial Program Naturalist training consists of 32 hours of classroom training. Following the classroom training, an individualized mentoring program is developed for Naturalists that includes program observations and opportunities to co-lead programs until they are ready to lead programs on their own.
3. Astronomy Team training.



Jefferson County
Open Space
enriching life
