

BEHIND-THE-SCENES SUPPORT VOLUNTEERS

Roles & Responsibilities

Support Bow Habitat Station's programs and operations from behind-the-scenes. Help to prepare program materials and supplies for education and outreach program delivery and to maintain front-line client services. This role requires communication and collaboration with Bow Habitat Station staff and volunteers, but not direct engagement with visitors.

Bow Habitat Station offers three unique behind-the-scenes support opportunities:

1. Resource Preparation Support

Support preparation of materials and supplies for front line client services, education programs and outreach events.

Tasks may include:

- Craft prep (cutting, tracing, stapling, gluing)
- Button assembly
- Labelling
- Organizational tasks
- Assembling program booklets (folding, stapling)

2. Equipment Maintenance Support

Maintain and repair fishing and/or snowshoe equipment to ensure all equipment is in proper working order for use in education programs and as rental gear.

3. Cleaning and Disinfecting Support

Support preparation of materials and supplies for front line client services, education programs and outreach events.

Tasks may include:

- Washing program materials and supplies with soap and water
- Using disinfectants to sanitize materials and supplies*

*Personal Protective Equipment will be provided, as needed.

Qualifications

- Must complete a clear police information check and vulnerable sector check prior to first shift.
- Enthusiasm for a little creativity and a tidy workspace.
- Ability to withstand repetitive actions.
- Ability to cut along the dotted line.
- Willingness to get a little dirty and/or sweaty through manual labour activities.
- Willingness to provide positive and constructive feedback related to shifts and tasks.

Typical Shift Availability

Behind-the-scenes support shifts are typically offered year-round on Thursdays through Saturdays (and Sundays from May through October) between 9:30am and 12:30pm.

Minimum Shift Requirements

Behind-the-scenes support volunteers are required to fulfill a minimum shift requirement of nine hours per calendar year.

Training

- Must attend a Prospective Volunteer Orientation at Bow Habitat Station prior to first shift (approx. 1 hour).
- Must complete Occupational Health and Safety Training at Bow Habitat Station prior to first shift (approx. 2 hours).
- Task specific training available, as needed.

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- Optional volunteer training sessions available throughout the year to further develop knowledge of Alberta's ecosystems, communication, engagement, and teaching skills.