

VOLUNTEER JOB DESCRIPTIONS

After School Program Volunteer

Description: Assist staff in programmed activities. Duties include: assist in organization and participation in games, sports, and arts and crafts.

Hours: Beginning when school is dismissed for the day and on no-school days.

Frequency: Monday through Friday on school days from 2:00 to 6:00 p.m.

Availability: Neighborhood park facilities.

CRIMINAL BACKGROUND CHECK REQUIRED.



Artist/Photographer

Description: Facilitate public awareness of the nature centers. Duties include: preparing slide presentations, publicity photos, graphics and artwork for exhibits.

Hours: Varies according to the facility.

Frequency: As needed.

Availability: Fern Forest and Anne Kolb Nature Centers.

CRIMINAL BACKGROUND CHECK REQUIRED.

Assistant to Parks Animal Care Specialist

Description: Assist the Parks Animal Care Specialist with various animal related events, programs, and projects.



Duties to include:

Field Specialist

Assisting at monthly low-cost pet vaccination clinics (providing vaccination information to the public, assisting with registration paperwork, walking dogs, helping the public with their animals, providing water to dogs while waiting for the veterinarian). Assisting the public at animal adoption events (adoption counseling), caring for the animals available for adoption at park events, i.e., providing water, walking, clean up, socialization, etc. Visiting dog parks, vet offices, and animal related facilities to promote special events. Ability to work with animals (especially dogs), clerical skills and excellent customer service skills required.

Administrative Specialist

Telephone assignments, i.e., calling potential vendors for special events, coordinating vendors, exhibitors and organizations for special events and programs.

Computer entry and tracking of data for program attendance, e-mail database, follow up, thank you and confirmation letters, memos and information to the public.

Other related duties to assist the Parks Animal Care Specialist with program and event management. Will gain extensive overview of all areas of parks and recreation with a strong emphasis on special events and community-oriented programming.

Work hours: Flexible hours, though weekend assignments necessary for field specialist.

Work locations: Various regional and community park facilities throughout Broward County.

Special skills: Outgoing personality required. Must like and be able to handle various animals, especially dogs. Must be computer literate with knowledge of e-mail and MS Word. Will be working with a diverse segment of the public during events and programs and must provide excellent customer service.

CRIMINAL BACKGROUND CHECK REQUIRED.

Canoe/Kayak Volunteer

EXPERIENCE IN CANOEING OR KAYAKING. EXCELLENT SWIMMING SKILLS REQUIRED.

Description: Lead or assist staff with canoe tours, classes, etc. Duties include: instruct visitors on proper canoe handling and safety, answer questions, and assist in care of canoes and equipment.

Hours: Daily, during the day; evenings for moonlight tours.

Frequency: As scheduled

Availability: Anne Kolb Nature Center

CRIMINAL BACKGROUND CHECK REQUIRED.

Environmental Educator/Nature Trail Interpreter

Description: Educate all ages in environmental aspects of nature center parks. Duties include: lead public on guided walks, school environmental field trips and provide family nature programs.

Hours: Varies according to the facility. Daily, during the day.

Frequency: Varies

Availability: Fern Forest, Secret Woods and Anne Kolb Nature Center.

CRIMINAL BACKGROUND CHECK REQUIRED.

Exhibit Hall Attendant

Description: Volunteer to staff the Mangrove-themed Exhibit Hall, answering patron questions, interpreting exhibits and aquaria for individuals and groups. Perform light maintenance and care of exhibits and aquaria. May also lead nature trail tours.

Hours: Exhibit Hall is open daily 9:00 a.m. to 5:00 p.m.

Frequency: Weekdays and/or weekends, generally 4 hours per session

Availability: Anne Kolb Nature Center

CRIMINAL BACKGROUND CHECK REQUIRED.

Homework Helper

Description: Homework assistance during the After School Program. Duties include: supervision of and assistance with homework at neighborhood park facilities.

Hours: Beginning at 2:30 p.m.; 1:00p.m. on early release day.

Frequency: Monday through Friday on school days.

Availability: All neighborhood park facilities.

CRIMINAL BACKGROUND CHECK REQUIRED.

Junior Lifeguard

VOLUNTEERS MUST BE 13-15 YEARS OLD WITH EXCELLENT SWIMMING SKILLS.

Description: This is skilled water safety work involved in the operation of a public aquatic facility and swimming area. Duties include: assisting lifeguards in various tasks to insure patron safety, rule enforcement, assist with cleanliness and appearance of the aquatic facility. WORK DOES NOT INCLUDE THE ACTUAL RESCUE/FIRST AID OF PERSONS.

Hours: Daily, during the day.

Frequency: Regular basis during the summer.

Availability: C. B. Smith Park, T.Y. Park, Markham Park, and Quiet Waters Park

CRIMINAL BACKGROUND CHECK REQUIRED.

MTB Trail Work Volunteer

Mountain Bike Trail Work

Description: Assist with ongoing trail maintenance workdays. Projects include rebuilding trails, vegetation and erosion control, and trail cleanup. It is recommended that every trail work volunteer attend an IMBA trail building seminar.

Hours: Workdays are scheduled with park management.

Frequency: Trail maintenance workdays are typically one weekend day per month.

Availability: Markham Park

CRIMINAL BACKGROUND CHECK REQUIRED.

Natural Areas Volunteer

Description: Removal of exotic vegetation and planting of native vegetation. Duties include: working on your own or assisting with set up and supervision of work days to remove and restore vegetation. May also include trash removal, cleanups, and similar activities.



Hours: Varies according to facility.

Frequency: Usually once a month on Saturdays except during the summer.

Availability: Anne Kolb Nature Center/West Lake Park/Hollywood North Beach, Fern Forest and Secret Woods Nature Centers, Deerfield Island Park, Tree Tops Park, Pine Island Ridge, and various other Natural Areas.

NO CRIMINAL BACKGROUND CHECK REQUIRED.

Office Assistant

Description: Assist staff with general office work. Duties include: opening and sorting incoming mail, making copies, sorting and matching documents, data entry, and filing.



Hours: Between 8:30 a.m. and 5:00 p.m., 2-4 hours minimum, once each week.

Frequency: Monday through Friday.

Availability: Division Administrative Offices (950 N.W. 38th Street, Oakland Park), Secret Woods Nature Center, and other park sites as needed.

CRIMINAL BACKGROUND CHECK REQUIRED.

Park/Visitor Center Assistant

Description: Assist in gathering and distributing general information to the public. Duties include: gather information through surveys, general clerical tasks, answering the phone and responding to inquiries about the facility and its amenities.



Hours: Vary according to the facility, during the day, everyday.

Frequency: Varies according to the facility.

Availability: Regional parks, nature centers, and neighborhood park facilities.

CRIMINAL BACKGROUND CHECK REQUIRED.

Recreation Assistant

Description: Specialized work in assisting staff with organizing and conducting small special events/programs (monthly evening hay rides, slide night, seasonal events) for various age groups. Duties include: set up/break down of events and related work.

Hours: Vary according to facility and event. Usually during the day on weekends.

Frequency: Varies according to event. At least once per month.

Availability: Regional and neighborhood park facilities throughout Broward County.

CRIMINAL BACKGROUND CHECK REQUIRED.

Recycling Project Volunteer

Description: Assist park staff with recycling project. Duties include: distribution of materials promoting recycling, explaining the park's recycling goals, distribution of plastic bags for recycling, visiting the campground, rental shelters, and Splash Adventure water playground to talk to people about the importance of recycling.

Hours: Varies according to event.

Frequency: Weekends, special events, and Broward County holidays.

Availability: Quiet Waters Park.

CRIMINAL BACKGROUND CHECK REQUIRED.

Special Event Assistant

Description: Assist with implementation and production of medium to large-scale special events in our larger regional parks. Duties include: parking, crowd control, event preparation and other duties related to special events.

Hours: Vary according to the length of the event. Usually on the weekend during the day.

Frequency: Varies according to the length of the event. At least once per quarter.

Availability: Regional and neighborhood park facilities throughout Broward County.

CRIMINAL BACKGROUND CHECK REQUIRED.

Special Populations Program Volunteer

Description: Assist staff in programmed recreation/leisure activities and/or special events for community residents (children, adolescents, adults) with disabilities and/or special needs. The volunteer should have flexibility, patience, and good communication skills. In addition, the volunteer should have the ability to interact with people of all ages one-on-one and/or in group settings and be actively involved with participants and programs.

Duties may include but are not limited to:

- *co-facilitate recreation/leisure activities (e.g., games, arts/crafts, sports, dances, in/outdoor activities).
- *assist participants, when needed, with activity involvement.
- *interact with participants.
- *organize/plan recreation/leisure activities.

Hours: Will vary depending on the program.

Frequency: Will vary depending on the program.

Availability: Community and regional park facilities throughout Broward County.

CRIMINAL BACKGROUND CHECK REQUIRED.

Stables Volunteer

KNOWLEDGE OF HORSES REQUIRED OR MUST HAVE GONE THROUGH A MINIMUM OF ONE HORSE CAMP SESSION. VOLUNTEER MIN. AGE: 13

Description: Assist staff with numerous duties at the stables and farm. Duties include: feed preparation, feeding, cleaning stalls, grooming, tacking, bathing, and general health care; also assists with the mounting and dismounting of patrons, and running the pony ring operation.



Hours: Between 8:00 a.m. and 4:00 p.m. on weekdays, and between 8:00 a.m. and 6:00 p.m. on weekends.

Frequency: As scheduled.

Availability: Tradewinds Park.

CRIMINAL BACKGROUND CHECK REQUIRED.

Volunteer Coach

Description: Assist with organization and sports training for Youth Sports Development Program. Duties include: organize and assist with training youth in the following sports: flag football, basketball, baseball, and track and field. Background in these sports helpful, training available.

Hours: During the day on Saturdays.

Frequency: Every Saturday during each season.

Availability: Neighborhood park facilities.

CRIMINAL BACKGROUND CHECK REQUIRED.