



## Program Volunteer Job Description

### SUMMARY DESCRIPTION

Program volunteers assist with program delivery for on or off-site programming including but not limited to classrooms, privates, and recurring resorts. This includes kenneling birds at TRC, moving kennels as needed, handling birds, delivering part or most of the program, assisting staff to return birds to enclosures, contributing to avian ambassador program notes and providing enrichment as needed. Volunteers will work closely with the public including kids, interns, staff and other volunteers. There will be 7 positions to be appointed by the ACT and Volunteer Coordinator.

### TIME COMMITMENT

The Program Volunteer shift will depend on the programming schedule, but will be a minimum of 3 hours, which will include prep, drive time, program delivery, and clean-up.

### PROGRESSION

This position is designed for volunteers who have committed at least a year or 100 hours to education programming or bird care. Volunteers must attend regularly scheduled handling sessions with the Avian Care Team and/or the Education Coordinator.

### JOB DUTIES

- Comply with all state and federal wildlife regulations and TRC permitting
- Assist staff, interns, and other volunteers with program preparation
- Deliver a partial or full program
- Maintain professionalism during programs
- Handle all programming birds once approved by staff
- Contribute to avian ambassador notes at the end of the program
- Assist with returning birds to enclosures
- Aid in special projects
- Other duties as assigned

### QUALIFICATIONS & SKILLS

- Duties may require bending, kneeling, twisting, lifting and/or standing for long periods of time\*
- Ability to follow a checklist for safety and efficiency
- Comfort in public speaking
- Eagerness to learn
- Willingness to clean
- Positive attitude
- Enthusiasm for TRC's work

- Exceptional attention to detail

\*Physical limitations might make completing all the duties assigned in this job description challenging. We can discuss options to adjust or modify some of the requirements for volunteers who may have special physical requirements.

## EXPECTATIONS

- If you cannot make a shift, YOU are responsible for removing yourself from the shift. If it is within 24 hours of the scheduled shift, you MUST reach out to the Volunteer Coordinator or Avian Care team staff to let someone know you are unable to come in for your shift. You can call or text our mainline (307-203-2551) to alert staff you will not be in for your shift.
- Commit to the duration of your shift. If you need to leave early for any reason, please let the Volunteer Coordinator know at least 24 hours ahead of time. You can either email [volunteers@tetonraptorcenter.org](mailto:volunteers@tetonraptorcenter.org) or call 307-203-2551 ext. 705.
- MUST commit 100 hours to TRC for a calendar year BEFORE being considered
- MUST commit 100 hours annually to TRC once in this position.
- MUST attend at least 2 Docent trainings
- Advanced program trainings will be offered throughout the year. This role requires that you attend or view recordings for at least **5 trainings annually**.
- MUST attend at least 2 Roost care shifts within each month per year
- Handling is at staff discretion