



Research Office Work Volunteer Job Description

SUMMARY DESCRIPTION

Research volunteers assist with office tasks such as audio recording analysis, reviewing nest camera data, data entry and proofing, map-making using ArcGIS, and statistical analysis. Audio recording units (ARUs) are utilized for many of the projects to detect and monitor forest raptors. Currently the research staff uses species-specific classifiers and Kaleidoscope software to help detect calls of raptors from ARUs placed in territories during the breeding season. One of the primary office tasks that volunteers can assist with is reviewing the audio data output to detect species of interest (great gray owls, boreal owls, goshawks, and flammulated owls). This information allows the research team to determine if territories are active and target nest searching efforts in areas where numerous calls are detected. Another office task is to review photos taken by cameras placed on raptor nests. The research team deploys nest cameras to document presence of raptors, raptor behavior, reproductive performance, prey deliveries, and presence of predators. Volunteers can review photos to document species present, behaviors, etc. Other office tasks include assisting with data entry and proofing from numerous ongoing research projects. Volunteers with prior experience using ArcGIS can also assist with making maps and visuals of data collected during various research projects. Maps and visuals allow the research team to better present results of raptor research to the public and fellow biologists. Finally, volunteers with relevant experience and interest can assist with statistical analysis, for example in Program R.

TIME COMMITMENT

Research office work volunteers will be given tasks that can take 2+ hours to complete. Office work volunteers interested in assisting with projects that involve training beforehand (e.g., audio recording analysis) are asked to volunteer at least 1 day every two weeks for several months to allow ample time to become familiar with protocols and data.

JOB DUTIES

- Review audio recordings for detections of forest raptors
- Review nest camera footage
- Assist with data entry and proofing
- Use ArcGIS to create maps of research project data
- Assist with statistical analysis of data
- Other duties as assigned



QUALIFICATIONS & SKILLS

- Eagerness to learn
- Positive attitude
- Ability to conduct office tasks with exceptional attention to detail
- Enthusiasm for TRC's work and raptor conservation

EXPECTATIONS

- Office volunteers will be given tasks by the research team staff based on their availability, interests, and research project needs during the time of year they are volunteering
- Research staff will provide initial training in office tasks and be available to assist and answer questions when volunteers are completing office tasks
- Volunteers will communicate with research staff regarding their availability to schedule office tasks during a time when research staff are available to train and/or assist in the office