



Available Volunteer Positions

Education Docents promote appreciation and increase awareness of our watershed through public interaction, tours, and education programs.

- *Duties:* Greet visitors and school groups, lead tours of the Boise WaterShed, assist in teaching classes, and lead floor science demonstrations. Optionally, lead tours of the Wastewater Treatment Plant and Water Quality lab. May staff outreach events and present programs off-site.
- *Time of Day Needed:* As programs are scheduled: Monday - Friday between 8:30 am and 3:00 pm and select Saturdays
- *Commitment Level:* Minimum 4 hours per month commitment.
- *Skills/Qualifications:* Must have a desire to work with children of all ages, enjoy learning and teaching about the environment, and must be friendly, courteous and have good communication skills. A science background will be helpful but is not required. Educators will be required to attend and complete training sessions prior to teaching programs. A background check will be conducted at no cost to the volunteer.

Special Event Assistants help out during Boise WaterShed events and special programs.

- *Duties:* Greet event guests, assist with education activities, operate A/V equipment, and perform other tasks as needed.
- *Time of Day Needed:* As events are scheduled.
- *Commitment Level:* As needed. No minimum commitment.
- *Skills/Qualifications:* Must project a friendly, helpful attitude. Ability to work with limited supervision once given a task. Assistants will be required to attend an orientation training session prior to becoming a volunteer, and would receive specific details/ training of event duties prior to event.

Administrative Assistants help with the daily operations of the Boise WaterShed office.

- *Duties:* Assist in the office by scheduling group visits, entering data into the computer, preparing mailings and class materials, assist in event planning, and editing the WaterShed Newsletter. There may be contact with the public via phone and on-site visitor interaction.
- *Time of Day Needed:* Anytime Monday through Friday between 10:00 am and 5:00 pm. Flexible schedule.
- *Commitment Level:* Minimum 2 hours per month commitment.
- *Skills/Qualifications:* Must project a friendly, helpful attitude in person and on the phone. Individuals must also possess basic computer knowledge (preferred Word, Excel programs). Assistants will be required to attend an orientation training session prior to becoming a volunteer.

Library/Resource Center Assistants help with the operations of the Library/ Resource Center.

- *Duties:* Help develop loan procedures, process donations, oversee in-coming and out-going resources and maintenance, restock consumables, track usage and requests, and keep the area tidy.
- *Time of Day Needed:* Anytime Monday through Friday between 10:00 am and 5:00 pm. Flexible schedule.
- *Commitment Level:* Minimum 2 hours per month commitment.
- *Skills/Qualifications:* Interest in books and materials. Ability to carry-out procedures under little supervision and maintain organization. Assistants will be required to attend an orientation training session prior to becoming a volunteer.