



**Position:** Volunteer Field Trip Specialist

**Reports To:** Volunteer Services Manager and Field Trip Manager

**Position Summary:**

The Field Trip Specialist volunteer will be responsible for greeting, signing in schools, classroom management, classroom prep and other duties assigned by direct reports.

**Essential Duties and Responsibilities:**

- Provide assistance to Field Trip Staff in the LLPA classroom prep.
- Interact with the field trip students: answer basic questions about the subject matter and exhibits.
- Assist with crowd control during presentations.
- Maintain cleanliness of the classrooms.
- Assist with lost kids/parents/chaperones.
- Other duties as assigned.

**Education:**

- Must be at least 14 years of age and currently enrolled in the 9<sup>th</sup> grade or higher to assist with field trips.
- Must be 16 years of age to present a program.

**Critical Skills/Competencies:**

- Must be enthusiastic to learn about the various exhibits at the LLPA and the ecosystems they represent and curriculum standards.
- Must be able to follow instructions from direct reports.
- Must be friendly, polite, professional, and courteous to the LLPA guests, students, fellow volunteers, and employees.
- Must be able to work both independently and as the member of a team.
- Previous guest service or education experience preferred.

**Scope of position:**

The Volunteer Field Trip Specialist must be able to attend all mandatory trainings related to the position. The Volunteer Field trips Specialist must also to commit to two half day shifts (approximately 4 ½ hours) per month. This commitment must be maintained for a duration of at least six months.

**Physical Demands of the Job:**

This job requires periods of standing and walking as well as extended periods of sitting while using a computer station.

**Special Working Conditions:**

While this volunteer description attempts to describe the essential functions of the position, it does not prescribe or restrict the tasks that may be asked of the volunteer.

**Support Provided:**

*It is the responsibility of the Volunteer Services Department to:*

- Maintain records for all active volunteers.
- Issue all volunteers an identification badge and uniform shirt.
- Provide ongoing support and assistance with volunteer/staff relationships.
- Administer and provide information regarding opportunity and benefits available for active volunteers.
- Provide a written reference pertaining to the volunteer's experience (hours contributed, length of commitment, job description) as requested.

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