



## Volunteer Position Description

**Position Title:** Rooftop Ranger

**Department:** Education

**Staff Supervisor:** Rooftop Coordinator (Education Staff)

### Position Description

The Rooftop Ranger will help with a variety of tasks for the four-season rooftop exhibit, the Rooftop Ramble. Volunteer tasks may include assisting with educational programs or helping maintain the chicken coop. Other duties will be assisting with upkeep of the garden beds including planting, weeding and picking vegetables.

### Duties and Activities

- Greets visitors and answers visitor questions
- Leads or assists with programming activities as requested
- Assists staff with upkeep of garden including planting, weeding, and picking vegetables
- Help maintain chicken coop area including collecting eggs
- Assist staff during emergency situations, following their directions
- Promote volunteerism at MCM
- Interacts with all visitors in a friendly, professional manner, with exemplary customer service
- Maintains a current knowledge of: museum programs, services, events, State Street, and the surrounding area
- Performs other tasks as requested by staff supervisor

### Time Commitment

- Minimum 12 week commitment
- Choose 1 shift to attend on a weekly basis
- Shift times: Sunday through Saturday: 10:00 am – 12:00 noon, 12:00 - 2:00 pm, and 2:00 pm - 4:00 pm. Also on Thursdays: 4:00 pm – 6:00 pm and 6:00 pm – 8:00 pm.
- Please note: shifts are filled on a first-come, first-serve basis

### Qualifications: General

- Be at least 12 years old or be part of a Family Volunteer team
- Open availability during museum hours
- Able to relate well to people of all ages and backgrounds
- Must be able to interpret social cues and make appropriate decisions
- Able to work successfully as a team player
- Self-motivated and able to work well with little supervision
- Complete a Volunteer Application, clear a background check, and attend a volunteer interview
- Able to attend a General MCM Orientation and complete training specific to the volunteer position

### Qualifications: Physical

- Able to see and hear visitors and staff
- Able to communicate clearly with visitors and staff
- Able to be outdoors in varying weather conditions
- May need to kneel or crouch for gardening tasks

### Qualifications: Education

- Basic math, verbal, and communication skills

### Preferred Knowledge and Skills

- Experience working with children and/or families
- Previous experience in gardening, educational science programming, or horticulture

**Position Benefits**

- Interact with both children and adults
- Learn more about educational program planning and facilitation for children
- Volunteer outdoors
- Learn more about horticulture and chickens

**Physical Demands and Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the volunteer is regularly required to sit, walk, and bend over; frequently required to use hands to finger, handle, or feel; and required to talk, hear, and see with the ability to focus. The volunteer may occasionally lift and or move up to 30 pounds. The noise level in the work environment is variable and unpredictable. The position involves year-round outdoor work.