

Description of Duties for Conservation Education Aide

Place:

Locations vary with time of year and task assigned. Meet at the Administrative Building.

Time:

Dependent on program schedule, but may include weekdays and/or weekends. Tasks may take all day or a couple hours.

Indoor Duties:

April to May and September to October

- 1) Print and collate student journals.
- 2) Other duties as agreed upon.

Year Round

- 1) Data entry from participant surveys and programs.
- 2) Align school-based programs to Ohio Department of Education content standards.
- 3) Align Girl Scout and Boy Scout programs to scout badge and interest project requirements.
- 4) Other duties as agreed upon.

Qualifications:

- 1) Ability to operate a computer, printer and copier.
- 2) Willingness to work alone.

Other Information:

- 1) Volunteers will need to bring their own snacks, lunch and water bottle.

Outdoor Duties:

March to November

- 1) Trail maintenance and clearing.

Qualifications:

- 2) Ability to work outside (at times in hot or cold weather).
- 3) May require bending, standing, and hiking (depending on activity).
- 4) Willingness to work in a team setting.

Other Information:

- 1) Recommended that volunteers wear sturdy shoes, long pants and dress for the weather.
- 2) Volunteers will need to bring their own snacks, lunch and water bottle.
- 3) May want to wear sun block and bug repellent during the summer months.

June to August

- 1) Residential Camp Aide to assist education staff with WildeCamper activities.

Qualifications:

- 1) Ability to work with children ages 8-19 years old.
- 2) Ability to work outside (at times in hot or rainy weather).
- 3) Moderate physical fitness and ability to hike (depending on activity).
- 4) Willingness to work in a team setting.

Other Information:

- 1) Dress for outdoor weather conditions.
- 2) Meals will be provided when camps are in session.
- 3) Bring own water bottle.
- 4) May want to wear sun block and bug repellent during the summer months.

Benefits:

- 1) Help serve children and adults that participate in educational programming.
- 2) Learn about Conservation Education projects and trail maintenance.