



1207 Seminole Highway
Madison, WI 53711-3726
(608) 263-7888
Fax (608) 262-5209
arboretum.wisc.edu

Assistant Naturalist Position Description

Title: Earth Focus Day Camp Assistant Naturalist

Supervisor: Camp Coordinator

Purpose: To assist the Arboretum Naturalist in creating a positive, fun, educational environment for children attending Earth Focus Day Camp.

Responsibilities: Assistant Naturalists will help register arriving children, help keep children together on hikes and during activities, respond to requests from the Naturalist, help pass out snacks and supplies, assist with art projects when needed, and serve as positive role models for the children participating in camp. Given that camp is outdoors a good deal of each day, naturalist's assistants should dress in long pants, sturdy shoes, and have sun screen or insect repellent for personal use.

Qualifications: Volunteers for the Young Explorers, Explorers, and Afternoon Adventures segments must be 14 years or older, 18 years or older for Eco-trekkers volunteers. No experience is necessary, but volunteers must enjoy the outdoors, working with children, and have patience and a sense of humor. The U.W. Madison requires criminal background checks on all adult volunteers who will work with minors. The offer of a position as a volunteer with Earth Focus Day Camp is conditional pending the results of the criminal background check. If the results are unacceptable, the offer will be withdrawn.

Training: We will hold orientation sessions prior to each month's camp sessions. Attendance is highly recommended. At the orientation session you will meet the Camp Coordinator and other Assistant Naturalists, learn about the Arboretum and planned activities for the upcoming month of camp, see the buildings where camp will be held, and have an opportunity to ask questions. Orientation dates are not set yet, but will likely be the week before each camp session.

Commitment: Volunteers are required to sign up for a complete camp session – Wednesday through Friday for Young Explorers; Monday through Friday or Monday through Wednesday 8:00 a.m. to 12:30 p.m. for Explorers and Eco-trekkers; Monday through Wednesday or Monday through Friday, 12:15 to 4:15 p.m. for Afternoon Adventures. This maintains a consistent camp experience for campers, Naturalists, and Assistant Naturalists.

Benefits: As an assistant naturalist you will learn about the Arboretum and its flora and fauna, develop communication skills, work with people of different ages and backgrounds, have fun outdoors, make a positive difference in the lives of children, and receive:

- An invitation to the Annual Volunteer Recognition Reception
- Recognition in the Arboretum newsletter's volunteer recognition issue
- An invitation to the Winter Enrichment Education Series for Arboretum volunteers and Madison-area naturalists
- An Earth Focus Day Camp t-shirt (*you must provide your t-shirt size when confirmed as a volunteer*)
- Free parking

The University of Wisconsin-Madison is committed to providing equal opportunity and equal access in compliance with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures.

Contact Judy Kingsbury, Volunteer Program Coordinator at judith.kingsbury@wisc.edu or 608-262-5604 for more information.