Campus Arboretum Volunteer Opportunities

Tour Coordinator  (Jean)

1. Provide direction to Office Support Staff.
2. Train and coordinate training of docents.
3. Coordinate tour schedule.
4. Maintain communications with docents.
Campus Arboretum Volunteer Opportunities

Office Support

1. Attend to phone messages weekly.
   a. Set up phone / remote code. (*See Tanya*)
   b. Direct calls to Plant Clinic, Tour Coordinator or Director.
   c. Contact tour guests who RSVP (confirm their request and provide detail).

2. Support Public Tour Program:
   a. Maintain inventory of supplies:
      i. Order vests
      ii. Create name tags for new docents.
      iii. Stock the Tree Stewards supply box (at the Plant Clinic)
         1. Bookmarks
         2. Feedback forms
         3. Pencils
         4. Microphone
         5. MG Business cards
   b. Record visitor counts on dropbox
   c. Collect feedback forms and input data (*See Amelia*)
   d. Manage scripts and training materials:
      i. open a dropbox account (*See Tanya to set up new laptop*)
      ii. print materials needed for tours as needed.
      iii. Request and collect updated tour materials periodically.
      iv. File old drafts of tours.
   e. Provide support for Publicity coordinator?

3. Create, compile or distribute interpretive materials to Herring Hall visitors.
   a. Self-guided tour booklets check-out.
   b. Guided tour schedule and information.
   c. Arboretum web resources – update web content?
Campus Arboretum Volunteer Opportunities

Tour Guides

1. Provide the following information to the Tour Coordinator:
   a. Updated contact information.
   b. Your availability for tours.
   c. Tours for which you’ll train.
2. Set up Dropbox to access the Tree Steward’s shared folder.
3. Obtain tour materials for a tour or two of interest.
4. Review the tour script and materials on your own time.
5. Coordinate with a docent-mentor to walk the tour route on campus.
6. Obtain a vest and name badge from the Office Support Staff.
7. Sign up to host 2-4 public tours/year by contacting the Tour Coordinator.
8. Confirm your availability with the Tour Coordinator in advance of the tour.
9. Arrange to collect bookmarks and feedback forms from the Plant Clinic office on a weekday prior to your scheduled tour.
10. Post updates to the scripts periodically in the Tree Steward’s Dropbox folder.
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Publicity Coordinators

1. Advertise tours:
   a. Create or edit existing content for advertising tours.
   b. Contact news media, listserv hosts, UA and community groups to post announcements.
   c. Invite community groups to participate in scheduled tours.
   d. Coordinate with UA Visitors Services network.
2. Post images, news and stories on the Facebook page:
   a. Compile interesting stories, post photos, links to events etc.
3. Update website events page and tour calendar using Drupal.
Campus Arboretum Volunteer Opportunities

Tour Content Developer

1. Research content for new tours.
2. Write tour script for docents.
3. Map trees on the tour.
4. Compile images of trees to supplement tour experience.
5. Create folders and file all tour materials in the Tree Steward's shared Dropbox.
6. Assist the Office Support Staff by compiling and sharing updated tour materials.
Campus Arboretum Volunteer Opportunities

Project Managers

1. Direct species photo project:
   a. Identify photo needs.
   b. Map locations.
   c. Delegate photo needs and supply maps to students.
   d. Collect and compile images taken.
   e. Send updates to the IT group for web posting.

2. Species Listing web content:
   a. Determine species insufficiently described on the web.
   b. Research characteristics for species description pages.
   c. Compile research notes for data entry student.
   d. Coordinate data entry student work.
   e. Keep records and track species webpage progress.

3. Other projects:
   a. Coordinate harvesting events with other UA groups.
   b. Organize campus clean up events or direct students to areas of need.
   c. Support student work in mapping updates to the tree inventory.
   d. Complete the shrub Identification and inventory.