



Date: \_\_\_\_\_

## Volunteer Information Sheet

The strength of Allan Brooks Nature Centre is our volunteers. Our volunteers donate hundreds of hours every year to help maintain our well-managed site and sustain quality interpretive experiences. We need you!

### CONTACT INFORMATION

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Your Area(s) of Interest:** Please indicate your volunteer preferences – with #1 being your most preferred choice – by placing the appropriate number in the box of the activity for which you wish to volunteer.

<b>Educational Programs Assistants/Interpreters</b> <input type="radio"/> School Groups <input type="radio"/> Summer Camp & Birthday Parties <input type="radio"/> Tours for General Public <input type="radio"/> Display Maintenance	<b>Public Events</b> <input type="radio"/> Assisting in the organization and hosting at events <input type="radio"/> Art/Photography/Videography <input type="radio"/> Sign/Posters/ Writing <input type="radio"/> Garage sale – organizing, assisting, driving
<b>Visitor Services</b> <input type="radio"/> Greet visitors <input type="radio"/> Admissions / Cashier <input type="radio"/> Customer Service <input type="radio"/> Gift Shop & Concession	<b>Grasslands and Naturescaping</b> <input type="radio"/> Invasive Plant Control <input type="radio"/> Gardening <input type="radio"/> Trail Maintenance
<b>Office and Resource</b> <input type="radio"/> Computer/Database Maintenance <input type="radio"/> Library/Research <input type="radio"/> Administrative Support	<b>Buildings and Maintenance</b> <input type="radio"/> Handyman - general building upkeep <input type="radio"/> Construction, electrical, plumbing <input type="radio"/> Emergency & Safety Plan maintenance
<b>Public Outreach</b> <input type="radio"/> Promotions distribution <input type="radio"/> Deliveries and pick-ups <input type="radio"/> Nature Trailer	<b>Committees and Special Projects</b> <input type="radio"/> Stewardship <input type="radio"/> Fundraising <input type="radio"/> Engineers/drafting

**Please Note:** Screening practices are in place for all volunteer positions at Allan Brooks Nature Centre.

**Please drop off, mail or email your completed form to:**

Michelle Hudon, Volunteer Coordinator  
 Allan Brooks Nature Centre  
 250 Allan Brooks Way, Vernon, BC V1T 9L4  
 PO Box 20038  
 Email: [volunteer@abnc.ca](mailto:volunteer@abnc.ca) Phone: 250-260-4227

# Volunteer Job Roles and Descriptions

Position Title	Position Description
<b>Educational Assistant:</b> <i>Nature Interpreter</i>	Assist the education coordinator in the setup of presentations and speak to large groups about a variety of educational nature topics. Welcome visitors and groups as they arrive and act as a representative for the Nature Centre, providing outstanding customer service.
<b>Public Events:</b> <i>Public Events Assistant</i>	Assist the event coordinator in preparing for, setting up, hosting and taking down special events. Welcome visitors as they arrive and act as a representative for the Nature Centre, providing outstanding customer service.
<i>Garage Sale Crew</i>	Help with site preparation & takedown, sorting, and pricing of donations, bargaining and other tasks required to run our highly successful fundraising Mega Plant and Garage Sale in May and September.
<i>Pick Up and Delivery Driver</i>	Be part of a call list to pickup and deliver donated items to the Nature Centre or storage facility when required, most often for the Mega Plant and Garage Sale fundraisers in May and September benefitting Allan Brooks Nature Centre.
<b>Visitor Services</b>	Welcome visitors as they arrive and act as host and representative of the Nature Centre, providing outstanding customer service.
<b>Grasslands &amp; Naturoscaping</b>	Assist in the upkeep of the grasslands, trails and grounds of the Nature Centre.
<b>Office and Resource</b>	Input data and assist the office administrator.
<b>Buildings and Maintenance</b>	Assist in the upkeep and maintenance of the buildings of the Nature Centre and assist in equipment maintenance, and construction projects..
<b>Public Outreach:</b> <i>Videographer/ Photographer</i>	Take photos/video recordings of special events and nature of the North Okanagan for record keeping and for promotional material.
<i>Nature Trailer Driver</i>	Be part of a call list to tow the Allan Brooks Nature Centre Trailer to Okanagan festivals and community and special events throughout the year including Winter School bookings (November to March).
<i>Nature Trailer Outreach Assistant</i>	Promote the Nature Centre and engage the public with hands-on learning experiences showcasing the local ecology; make presentations and speak to groups..
<b>Committees and Special Projects</b>	Do you have specific skills/interests to assist in strategic planning and implementation? Please let us know how you are willing and able to volunteer.