

Deep Bay Marine Field Station – Volunteer Program

Volunteer Job Description

1) Welcome Centre Assistant

- Takes admission, informs the public about general information, policy and activities at the facility and gives information about displays in the station.
- Ensure that visitor services are provided in an effective and friendly manner.

Duties:

- Greets, assists and directs visitors and the general public to the appropriate staff member
- Responds to visitors inquiries and directs visitors to various parts of grounds or building
- Assists in the preparation of meetings and tours
- Answers incoming calls to the Station number and handles caller's inquiries whenever possible
- Re-directs calls as appropriate and takes messages when required

2) Public Education Assistant

This person, preferably with some marine/ biology background, will assist with greeting and leading visitors on tours of the facility. The position requires good communication and customer service skills, as well as a basic understanding of marine biology, good understanding of the Station's purpose and mission and a good knowledge of building characteristics, indoor and outdoor areas.

Duties:

- Assist with public tours of facility, aquaria and touch tanks. The tours might be planned and arranged in advance, or more flexible, in the case of drop-in visitors.
- Assist with school group activities. Help may be need with set up, take down and assisting in running activities with up to 30 K-12 students.
- Provide information on station activities
- Participate in demonstrations and interpretive activities

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3) Grounds and Woodland Steward

The main duties of this position will be to assist Field Station staff in maintaining the gardens, driveways and other landscaping elements of the Station. Horticulture background or knowledge about gardening methods and foliage and a knowledge of handling tools and appropriate equipment, is desirable. Must be physically fit and strong and able to spend long hours outdoors.

Duties:

- Assist in the tending of plants, trees, shrubs, etc in order to maintain the aesthetic appeal of the outdoor space, as much as possible.
- Walk the trails, woodland, driveway and parking lot to ensure that they are clean (raking, sweeping and removing broken/fallen branches), all signage is in place and clean and that it is presentable to and safe for the public prior to opening.
- Keep paths and outside areas free of leaves, debris, snow, etc. to ensure the safety of staff and visitors
- Assist with grounds construction and maintenance projects.

4) Animal husbandry/Researcher's Assistant

We look for responsible persons to work under the supervision of the researchers and to assist with minor tasks in the Laboratories and field programs. Must be able to follow detailed instructions and have a genuine interest in and concern for the overall well-being of the animals.

Biology, General Sciences and/or marine background preferred but not essential. Handyman abilities will be an asset.

Duties

- Assist with tank maintenance and cleaning
- Assist with organizing lab and materials
- Tending/feeding the animals according to instructions and established schedules
- Assisting with minor repairs, assemblies or maintenance
- Assisting in the collection of data or recording scientific observations
- Assisting with the set-up or take down of experiments.

*Weekend and evening work might be required