

MICHIGAN STATE UNIVERSITY

Volunteer Job Description

KBS Unit/Volunteer Location:

Agriculture and Ecology Activity Trail
Long-term Ecological Research program

Kellogg Bird Sanctuary
12685 East C Avenue
Augusta, MI 49012

Position Title: Tour Guide

Agency: MSU Kellogg Biological Station
3700 East Gull Lake Drive
Hickory Corners, MI 49060

Telephone: 269/671-2015

Contact Person: Volunteer Program Coordinator



Supervision: Sanctuary Staff (direct)
Volunteer Program Coordinator (indirect)
Long-term Ecological Research Education and Outreach Coordinator
(indirect)

W.K. Kellogg Biological Station

3700 E. Gull Lake Dr.
Hickory Corners, MI 49060

269-671-5117
Fax: 269-671-2351
kbs.msu.edu

Task Description/Specific Duties:

- Conduct tours for school-aged groups ranging in age from 2nd through 5th grade, making sure groups are equipped with the Activity Guide and accompanying backpack kit
- Most groups will be affiliated with a school, but some other groups (Girl Scouts, homeschoolers, etc.) may request a volunteer, too
- Lead school groups through the Activity Trail, helping explain the Activity Guide and answering questions of teachers and chaperones
- Basic concepts that are explained during a tour include:
 - Farming the land
 - Biodiversity
 - Soil, plants, and water
 - How to do science
- A resource guide is provided for the volunteer, teachers, and chaperones

Days and Times Needed: Sanctuary normal hours of operation: Monday–Saturday 9am to 5pm, Sunday 11am to 4pm. The majority of tours for the Activity Trail are weekday mornings or afternoons throughout the school year. Volunteers should set aside at least 1½ hours for each tour group. Volunteers are given the opportunity to choose which scheduled tours best fit their schedules.

Longevity/Duration of Position: April 15 through November 1, most tours likely to occur during the school year.

Qualifications (Previous knowledge of subject matter is not required): Must be outgoing, welcoming and have an interest in working with people, especially elementary school aged students. It requires one to learn about the Long-term Ecological Research program and share with our visitors what this research is about. Should also enjoy the outdoors and feel comfortable leading groups along a three-quarter-mile tour route.

Orientation and Training: Training is provided and all new Tour Guide Volunteers will partner with an experienced guide to become acquainted with the subject matter prior to their first scheduled tour group.

Comments: Volunteers will be working in a friendly environment with helpful and appreciative staff members.

Last update: January 2013