

## Volunteer JOB DESCRIPTION

Position: Summer Programs Support

Date: 2024

Department: Happy Dancing Turtle

Reports to: Driftless Region - Program Specialist

Status: As Available/Needed

Classification: Volunteer

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### **PURPOSE/POSITION SUMMARY:**

Support Happy Dancing Turtle in accomplishing its purpose of growing good stewards of the planet.

### **DUTIES & RESPONSIBILITIES:**

Essential and other important duties & responsibilities include, but are not limited to, the following:  
Role Specific:

HDT Staff will be present to guide, support, and instruct volunteer.

- Assist HDT with Programming,
  - May include:
    - Preparation of program materials
    - Assisting in the execution of program/activity/project
    - Clean up
- Aide HDT Staff with Program Participants
  - May include:
    - Assisting children or adults in program participation
    - Providing direction and guidance to program participants
- Other tasks, duties, and opportunities as requested
  - May include:
    - Taking photos
    - Ready next aspect of programming
    - Providing a breather or alternate activity for struggling youth program participant

Organizational:

- Work with teammates in a positive, collaborative manner
- Comply with Company policies
- Support the Organization's mission, vision & values
- Share information about HDT through professional interactions
- Successfully pass a comprehensive background check
- Perform other duties as assigned or required

### **JOB SPECIFICATIONS:**

Education/Licenses/Certifications & Experience Required

Interest in nature, sustainable/resilient living, and working with kids

Job Knowledge, Skills & Abilities Required:

- Positive “can-do” attitude and teamwork ethic
- Comfort working with children and/or adults
- Excellent time management skills coupled with ability to work independently or in a team
- Valid driver’s license and reliable transportation

**PHYSICAL/ENVIRONMENTAL FACTORS:**

Physical Demands:

- Ability to sit, stand or walk for extended periods of time
- Mobility to bend, kneel, sit on ground, etc
- Ability to climb on small ladder or step stool
- Ability to lift up to 40 pounds on an occasional basis

Equipment Operated and/or Tools Used:

N/A

Work Environment:

- Combination indoor and outdoor environment. Some exposure to weather conditions.

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**APPROVALS:**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Signature

\_\_\_\_\_  
Date

Note: Job descriptions should be reviewed by the incumbent and management on a regular basis. Changes should be communicated to Human Resources. Please note that job descriptions are not designed to cover every duty or responsibility that may be required by the employee and the Company reserves the right to change duties as needed.