



Bob Jones Nature Center & Preserve 2017 Volunteer Opportunities Snapshot

Want to gain experience learning about our natural environment, want to help educate visitors about native wildlife, have a green thumb and a passion for native plants, or just want to help the Bob Jones Nature Center thrive? The Nature Center needs volunteers throughout the year to assist with gardening, interacting with visitors, educational programming, administration, special events and more.

Office Assistant (Ambassador)

Time: Between office hours 9:00am – 5:00pm /Tuesday through Saturday (mornings or afternoons available)

Minimum Commitment: One day per week at least three consecutive hours

Brief Description: Maintain a professional and welcoming entrance experience. Be responsible for greeting and educating visitors about nature center happenings, both in person and over the phone. Count and record the number of visitors on log and data entry. Be able to sell compost from the gift shop, if needed. Volunteers should have Microsoft Office software experience, the ability to speak informed and comfortably with the public. Have the knowledge and/or ability to learn necessary skills to fulfill the job.

Instructors Aid (Forest Preschool/Home School/Spring Break Camp/Birthday Parties/etc.)

Time: Hours are 9:00am – 12noon or 1:00pm – 3:00pm /Tuesday through Friday

Minimum Commitment: Volunteers commit to at least three hours per week for a full semester. Semesters consist of 15-16 weeks of programming year round.

Brief Description: Volunteers needed to assist with scheduled preschool, home school, summer day camp and educational workshops for children and/or adults. Assist with preparations to deliver curriculum, organize a learning rich environment, accompany instructor on hikes, as needed. Ensure a nurturing environment for children 3-15 years. Volunteers must be able to follow policies and procedures, be at least 15 years old, and have a passion for working with children.

Marketing: Social Media Volunteer

Time: Between office hours 9:00am – 5:00pm /Tuesday through Saturday (mornings or afternoons available)

Minimum Commitment: One day per week at least three consecutive hours. For six months (with a 1-month trial period)

Brief Description: Volunteer needed to strengthen the BJNC presence among online community platforms (Facebook, Twitter, etc.). Familiar with using social media and other online tools to generate interest in the Nature Center, activities and programming. Communicating externally and building relationships with potential and current members of the Nature Center. The Marketing and Social Media volunteer will be working alongside staff. Is an excellent communicator. Is able to write clearly, accurately and succinctly.

Environmental Education (Naturalist)

Time: Between office hours 9:00am – 5:00pm /Tuesday through Saturday (mornings or afternoons available)

Minimum Commitment: One day per week at least two consecutive hours. For a minimum of three months

Brief Description: (Ages 15 and up): Naturalists are an extremely valuable resource to the nature center and allow us to accommodate groups. Naturalists range from those with years of experience in environmental science, to avid birders and even those who have recently discovered their love of nature. Our volunteers can choose the activities that interest them the most. Duties include animal care (such as feeding/watering animals, cleaning exhibits, etc.), assisting with public programs (joining us on school field trips) and assisting with activities & greeting visitors (welcoming the public to the nature center and answering any questions they may have). We are always looking for ways to incorporate your knowledge and hope that you learn a lot in your time here with us too.

Master Gardner Support (In partnership with Tarrant County Master Gardeners)

Time: 9:00am – 11:00am (2 hours)

Minimum Commitment: One day per month (3rd Wednesday of every month) for at least two hours.

Brief Description: Alongside Tarrant County Master Gardeners, perform routine garden maintenance, including weeding, watering and planting. Dress appropriately and bring your own tools, trowels, weeders, clippers, pruning shears and gloves. If it is raining, the work day is cancelled.

One-time Special Event/Activity Volunteers

Time: Varies

Minimum Commitment: Not Apply (**Reserved for regular BJNC volunteers**)

Brief Description: Special events are very important here at the Nature Center. Special event opportunities are perfect for volunteers that would like to help out at the Nature Center but cannot commit. **These events are also great for families or groups to volunteer together.** Special event volunteers must be at least 14 years of age or older. All those under the age of 14 are required to volunteer with an adult. Examples include Naturally Sweet, Monarch Butterfly Release, Family Camp Out and Annual Back Yard Bird Count.

BJNC is a non-profit 501c3 dedicated to Education, Conservation and Preservation!

For more information, For more information about visit bjnc.org or call the Nature Center at 817-491-6333
Address: 355 E. Bob Jones Road, Southlake, Texas 76092

Volunteer Coordinator

Time: Flexible

Minimum Commitment: One day per week; hours are flexible but you must be able to commit to four hours initially for at least six months

Brief Description: The volunteer coordinator will help recruit, retain, reward and support volunteers for the Nature Center. This position will include light office work and a strong commitment to build on our existing individual and group volunteer base.

Summer Day Camp Counselor or Summer BJNC Volunteer

Time: Tuesday – Friday from 9:00 AM- 5:00 PM June – August

Minimum Commitment: At least one week during the 10 weeks of camp (morning & afternoon shifts)

Brief Description: Assist staff with supervision, recreational activities and organize a learning rich environment. The camp is designed to provide a fun, safe and nurturing experience for children between 3-9 years of age. The summer day camp includes opportunities for onsite field trips, art in nature, science experiments, music, daily hikes and a variety of other activities. Volunteers should be comfortable being outdoors during the summer. Elude a positive attitude and a passion for working with children; and be able to follow policies and procedures. Summer volunteers can also take on a BJNC support role during the summer by preparing daily snacks, managing lost & found, maintaining our grounds to name a few tasks.

BJNC Planning Committee: Between office hours 9:00am – 5:00pm /Tuesday through Saturday (mornings or afternoons available)

Minimum Commitment: All levels of experience are welcome and there are different levels of commitment to fit into any schedule.

Brief Description: Are you interested in restoring the Nature Center? Join the planning committee to get involved in development (fundraising) activities including Monarch Butterfly Release, Naturally Sweet, North Texas Day of Giving. Planning committee volunteers will be making a huge difference in supporting us in the preservation of this natural resource. Volunteers should have experience soliciting gifts, writing, editing and packaging information to be shared with the public and potential sponsors.

Publicity Distribution Team

Time: Between office hours 9:00am – 5:00pm /Tuesday through Saturday (mornings or afternoons available)

Minimum Commitment: There are roughly six occasions per year in which we will distribute flyers and posters. Publicity distribution team members are expected to help out on the distribution days for each event. You can expect it to be 3-4 hours every month or so. After a year, you have the option of continuing into the next year.

Brief Description: The publicity distribution team is a crucial part of our public relations efforts. You are needed to help distribute flyers and posters at various businesses and organization throughout the community to help us spread the word about upcoming events and activities. This position helps to get the word out to the public so that we may continue to meet our mission to restore and preserve the Eastern Cross-Timbers Ecosystem through environment leadership, education and compatible outdoor activities. Volunteers in this role should be comfortable with representing the Nature Center and talking to the public, have a pleasant manner and be patient, flexible and dependable.

Care for the Birds

Time: Between office hours 9:00am – 5:00pm /Tuesday through Saturday (mornings or afternoons available)

Minimum Commitment: At least one day per week; shifts and hours are flexible but you must be able to commit to 2-3 hours on your day.

Brief Description: Fill bird feeders and bird baths

Interns or School, Club, Civic Organization Required Hours

The Nature Center does provide opportunities for individuals to complete internship requirements as well as hours needed by schools, clubs or civic organizations. If the required number of hours is less than 15, we generally request that the individual sign up to help out with an existing event, activity or project. Individuals that need more than 15 hours should contact the Nature Center to discuss possible opportunities that may be available.

Special Group Projects

Project opportunities vary based upon group size, time and various age levels. Minimum number of people required for a group project is 10 and the maximum number for any group workday is 50 people. The minimum age is 12 years old, but may vary based on the type of project available. Whole, half-day and multiple-day projects may be arranged based on the group's availability. Days that are open to group project requests may include Tuesday thru Saturday between the hours of 10AM and 4PM. Each request is subject to Nature Center staff and appropriate project availability.

Community Partner: BJNC receives leftover Starbucks baked goods! We need one volunteer to pick up weekly donations and bring them to the Nature Center. Our Starbucks sponsor is located at 100 West Southlake Boulevard, 100 West Southlake Boulevard, Southlake, TX 76092, next to Tom Thumb (not in Tom Thumb).

Position FILLED

NOTE: All BJNC Volunteers are asked to complete a current Volunteer Application and plan to attend a Volunteer Orientation session. Volunteer orientations are generally held at 1:00pm on the last Saturday of every month. Send an email to admin@bjnc.org or call 817.491.6333 to request a teen or adult application.

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