

Duke Farms

# Current Duke Farms Volunteer Opportunities

This document was last updated on Thursday, May 15<sup>th</sup>, 2025.

# **Bike Program Assistant**

#### **Position Overview**

Duke Farms' Bike Rental Program is one of our most popular amenities, as biking is a healthy, environmentally friendly, and fun way to experience the extent of our sizeable campus. As such, the area around the Bike Tent can quickly become crowded; visitors not only expect to be able to rent a bicycle but also are typically seeking directions and answers to various questions. The Bike Program Assistant supports Duke Farms staff with all aspects of the process, from dispensing bicycles and helmets to engaging with visitors.

#### Responsibilities

The Bike Program Assistant...

- Helps Duke Farms staff distribute, collect, and clean bicycles and helmets.
- If there is a line of visitors waiting to rent bicycles, ensures it remains orderly.
- May be asked to answer basic questions about Duke Farms and provide directions to points of interest.

## Schedule

The shifts for this position are 10 AM to 12 PM and 12 PM to 2 PM every Saturday, May through October.

#### **IMPORTANT NOTES:**

- Shifts are <u>not</u> guaranteed for every volunteer interested in this position. Instead, available shifts are offered to all Bike Program Assistants on a first come, first serve basis.
- Volunteers scheduled on Saturdays do <u>not</u> need to reserve parking passes.

## **Expectations**

The Bike Program Assistant is expected to...

- Be punctual, approachable, and friendly.
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Travel about 1 mile on a flat, paved surface.
  - Propel bicycles of varying sizes/designs across a flat, paved surface.
- Be comfortable communicating extensively with the public.
- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.

• Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

#### Support

The Bike Program Assistant will have access to basic information about Duke Farms to answer frequently-asked questions. They will also be able to consult or redirect visitors to Duke Farms staff as needed.

## Benefits

The Bike Program Assistant will have the opportunity to...

- Develop their interpersonal communication skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.

Additionally, the Bike Program Assistant does not need to reserve a parking pass when volunteering on a Saturday and can therefore visit Duke Farms before and/or after their shift.

# **Education Assistant**

## **Position Overview**

Over 150,000 people visit Duke Farms each year, many of whom seek to learn – about Duke Farms, the natural wonders of our region, important environmental issues and advancements, and more. Environmental education is foundational to Duke Farms' mission, enabling us to maximize our impact through meaningful connections with engaged learners of all ages and backgrounds. The Education Assistant plays a vital role in forging these connections, aiding staff with creative and interactive activities and programs exploring a wide variety of environmental topics.

# Responsibilities

The Education Assistant...

- Engages with visitors by way of discovery-based learning opportunities for example, native wildflower walks and insect netting excursions offered at varying, strategically selected locations across the campus.
- Provides interpretation for visitors at the Education Trailer, a large mobile unit containing informative displays, tangible materials such as feathers and bones, field guides, and microscopes.
- Accompanies instructors during classes to offer general support. For example, they may conduct the check-in process, aid with set-up and break-down (ex. arrange folding chairs and tables), and/or distribute material.
- Photographs programming in progress, to be shared with Duke Farms' Communications Manager.
- May be asked to answer basic questions about Duke Farms and provide directions to points of interest.

## Schedule

**For discovery-based learning opportunities:** Shifts are typically available every Saturday, morning and afternoon, April through October. Each shift is 2 to 3 hours.

For classes: Shifts are announced as programming is scheduled.

#### **IMPORTANT NOTES:**

- Shifts are <u>not</u> guaranteed for every volunteer interested in this position. Instead, available shifts are offered to all Education Assistants on a first come, first serve basis.
- Volunteers scheduled on Saturdays do <u>not</u> need to reserve parking passes.

# Expectations

The Education Assistant is expected to...

- Be punctual, approachable, friendly, and interested in both educating and learning.
- Have a smart phone capable of taking photographs.
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Travel long distances (1-3 miles) on flat to uneven, paved and unpaved surfaces, potentially uphill.
- Be comfortable communicating extensively with the public.
- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Education Assistant will have access to informational resources. The general themes of the discovery-based learning opportunities are chosen by Duke Farms staff; if a certain level of knowledge about a theme is required, informational resources will be shared prior to the start of the shift. They will also be required to participate in quarterly trainings, provided by Duke Farms staff, on effective communication techniques, best practices in education, and organizational procedures.

# Benefits

The Education Assistant will have the opportunity to...

- Increase their knowledge about environmental topics, such as native and invasive flora and fauna, sustainable agricultural practices, and renewable energy technology.
- Develop their interpersonal communication and teaching skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.

Additionally, the Education Assistant does not need to reserve a parking pass if they are volunteering on a Saturday and can therefore visit Duke Farms before and/or after their shift.

# M&M Crew - Central

#### **Position Overview**

In the century since its inception as the private estate of the Duke family, Duke Farms has acquired a wide variety of interesting, and now well-known and well-loved, landmarks. From the quaint stone shell of the Hay Barn and its charming collection of statues to the glass garden splendor of the Orchid Range, enjoying these landmarks ranks among the highlights of the visitor experience, firmly grounding those who come to Duke Farms with a sense of place. Providing such a level of appreciation for both local history and the natural beauty of our region would not be possible without the dedicated volunteers who support us in preserving and continuously improving Duke Farms: the Monitor-and-Maintain Crew Members.

## Responsibilities

The Monitor-and-Maintain Crew Member (Central)...

- Assists staff with the upkeep of the landscaping and paths of, and habitat immediately surrounding, the Old Foundation, Orchid Range, and Pollinator Garden, weeding and mulching beds, trimming overgrowth, and removing invasive plants and installing native plants as needed.
- Places signage identifying flowers in bloom in the Pollinator Garden.

**IMPORTANT NOTE: This position is <u>not</u> involved with the care of the specimens <u>inside of</u> <b>the Orchid Range.** That is a specialized position that requires prior experience and/or training by Duke Farms staff.

## Schedule

The shift for this position is 8:30 AM to 11:30 AM every Wednesday, April through October.

## Expectations

The Monitor-and-Maintain Crew Member (Central) is expected to...

- Be able to volunteer with regularity.
- Have access to a personal vehicle for travel to, from, and between the worksite(s).
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Stand, sit, and/or kneel for extended periods of time (30+ minutes), with breaks to stretch or rest as needed.
  - Travel short distances (less than 1 mile) on flat to uneven, paved and unpaved surfaces.
  - Use tools such as weeders, trowels, pruners, rakes, shovels, and loppers.
  - Carry above tools for short distances.

- Carry 5-gallon plastic buckets of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
- Push wheelbarrows of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

**IMPORTANT NOTE:** The Monitor-and-Maintain Crew Member (Central) will encounter ticks, mosquitoes, and other biting insects as well as poison ivy and thorny vegetation such as multiflora rose. Duke Farms provides gloves, protective eyewear, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Monitor-and-Maintain Crew Member (Central) will be provided with gloves, tools, sunscreen, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin. They will also have access to lists of plants installed at the Orchid Range and in the Pollinator Garden to help with identification and care.

## Benefits

The Monitor-and-Maintain Crew Member (Central) will have the opportunity to...

- Improve their plant identification and care skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.
- Help to preserve Duke Farms landmarks, ensuring they remain beautiful, accessible, and engaging for many years to come.

## M&M Crew - East

#### **Position Overview**

In the century since its inception as the private estate of the Duke family, Duke Farms has acquired a wide variety of interesting, and now well-known and well-loved, landmarks. From the quaint stone shell of the Hay Barn and its charming collection of statues to the glass garden splendor of the Orchid Range, enjoying these landmarks ranks among the highlights of the visitor experience, firmly grounding those who come to Duke Farms with a sense of place. Providing such a level of appreciation for both local history and the natural beauty of our region would not be possible without the dedicated volunteers who support us in preserving and continuously improving Duke Farms: the Monitor-and-Maintain Crew Members.

## Responsibilities

The Monitor-and-Maintain Crew Member (East)...

• Assists staff with the upkeep of the Native Tree Nursery as well as the landscaping and paths of, and habitat immediately surrounding, the Sunken Garden and Education Cottage, weeding and mulching beds, trimming overgrowth, and removing invasive plants and installing native plants as needed.

# Schedule

The shift for this position is 8:30 AM to 11:30 AM every Tuesday, April through October.

## Expectations

The Monitor-and-Maintain Crew Member (East) is expected to...

- Be able to volunteer with regularity.
- Have access to a personal vehicle for travel to, from, and between the worksite(s).
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Stand, sit, and/or kneel for extended periods of time (30+ minutes), with breaks to stretch or rest as needed.
  - Travel short distances (less than 1 mile) on flat to uneven, paved and unpaved surfaces.
  - $\circ$   $\;$  Use tools such as weeders, trowels, pruners, rakes, shovels, and loppers.
  - Carry above tools for short distances.
  - Carry 5-gallon plastic buckets of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
  - Push wheelbarrows of material such as soil, compost, woodchips, mulch, and plant waste for short distances.

- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

**IMPORTANT NOTE:** The Monitor-and-Maintain Crew Member (East) will encounter ticks, mosquitoes, and other biting insects as well as poison ivy and thorny vegetation such as multiflora rose. Duke Farms provides gloves, protective eyewear, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Monitor-and-Maintain Crew Member (East) will be provided with gloves, tools, sunscreen, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

# Benefits

The Monitor-and-Maintain Crew Member (East) will have the opportunity to...

- Improve their plant identification and care skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.
- Help to preserve Duke Farms landmarks, ensuring they remain beautiful, accessible, and engaging for many years to come.

# M&M Crew – North – POSITION CLOSED

#### **Position Overview**

In the century since its inception as the private estate of the Duke family, Duke Farms has acquired a wide variety of interesting, and now well-known and well-loved, landmarks. From the quaint stone shell of the Hay Barn and its charming collection of statues to the glass garden splendor of the Orchid Range, enjoying these landmarks ranks among the highlights of the visitor experience, firmly grounding those who come to Duke Farms with a sense of place. Providing such a level of appreciation for both local history and the natural beauty of our region would not be possible without the dedicated volunteers who support us in preserving and continuously improving Duke Farms: the Monitor-and-Maintain Crew Members.

## Responsibilities

The Monitor-and-Maintain Crew Member (North)...

• Assists staff with the upkeep of the landscaping and paths of, and habitat immediately surrounding, the Meditation Garden and Arboretum, weeding and mulching beds, trimming overgrowth, and removing invasive plants and installing native plants as needed.

## Schedule

The shift for this position is 8:30 AM to 11:30 AM every Monday, April through October.

## Expectations

The Monitor-and-Maintain Crew Member (North) is expected to ...

- Be able to volunteer with regularity.
- Have access to a personal vehicle for travel to, from, and between the worksite(s).
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Stand, sit, and/or kneel for extended periods of time (30+ minutes), with breaks to stretch or rest as needed.
  - Travel short distances (less than 1 mile) on flat to uneven, paved and unpaved surfaces.
  - Use tools such as weeders, trowels, pruners, rakes, shovels, and loppers.
  - Carry above tools for short distances.
  - Carry 5-gallon plastic buckets of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
  - Push wheelbarrows of material such as soil, compost, woodchips, mulch, and plant waste for short distances.

- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

**IMPORTANT NOTE:** The Monitor-and-Maintain Crew Member (North) will encounter ticks, mosquitoes, and other biting insects as well as poison ivy and thorny vegetation such as multiflora rose. Duke Farms provides gloves, protective eyewear, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Monitor-and-Maintain Crew Member (North) will be provided with gloves, tools, sunscreen, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

# Benefits

The Monitor-and-Maintain Crew Member (North) will have the opportunity to...

- Improve their plant identification and care skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.
- Help to preserve Duke Farms landmarks, ensuring they remain beautiful, accessible, and engaging for many years to come.

# **M&M Crew – South – POSITION CLOSED**

#### **Position Overview**

In the century since its inception as the private estate of the Duke family, Duke Farms has acquired a wide variety of interesting, and now well-known and well-loved, landmarks. From the quaint stone shell of the Hay Barn and its charming collection of statues to the glass garden splendor of the Orchid Range, enjoying these landmarks ranks among the highlights of the visitor experience, firmly grounding those who come to Duke Farms with a sense of place. Providing such a level of appreciation for both local history and the natural beauty of our region would not be possible without the dedicated volunteers who support us in preserving and continuously improving Duke Farms: the Monitor-and-Maintain Crew Members.

## Responsibilities

The Monitor-and-Maintain Crew Member (South)...

• Assists staff with the upkeep of the Permaculture Garden as well as the landscaping and paths of, and habitat immediately surrounding, the Farm Barn, weeding and mulching beds, trimming overgrowth, and removing invasive plants and installing native plants as needed.

## Schedule

The shift for this position is 8:30 AM to 11:30 AM every Thursday, April through October.

## Expectations

The Monitor-and-Maintain Crew Member (South) is expected to ...

- Be able to volunteer with regularity.
- Have access to a personal vehicle for travel to, from, and between the worksite(s).
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Stand, sit, and/or kneel for extended periods of time (30+ minutes), with breaks to stretch or rest as needed.
  - Travel short distances (less than 1 mile) on flat to uneven, paved and unpaved surfaces.
  - $\circ$  Use tools such as weeders, trowels, pruners, rakes, shovels, and loppers.
  - Carry above tools for short distances.
  - Carry 5-gallon plastic buckets of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
  - Push wheelbarrows of material such as soil, compost, woodchips, mulch, and plant waste for short distances.

- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

**IMPORTANT NOTE:** The Monitor-and-Maintain Crew Member (South) will encounter ticks, mosquitoes, and other biting insects as well as poison ivy and thorny vegetation such as multiflora rose. Duke Farms provides gloves, protective eyewear, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Monitor-and-Maintain Crew Member (South) will be provided with gloves, tools, sunscreen, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

# Benefits

The Monitor-and-Maintain Crew Member (South) will have the opportunity to...

- Improve their plant identification and care skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.
- Help to preserve Duke Farms landmarks, ensuring they remain beautiful, accessible, and engaging for many years to come.

# Pathfinder

#### **Position Overview**

At over 1,000 acres, and with more than 15 miles of trail, the Core – the area of Duke Farms open to the public – is beautiful, wondrous...and a bit overwhelming. Its landmarks are widely scattered, its paths crisscross, and its habitats can resemble one another; even when equipped with a map, the average visitor can quickly become disoriented. The Pathfinder is the public's liaison to Duke Farms, an intrepid explorer who is familiar enough with both the land and the organization to provide directions and answer questions.

## Responsibilities

The Pathfinder...

• Traverses Duke Farms as an obvious representative of the organization, greeting, orienting, and answering questions for visitors.

## Schedule

Morning, afternoon, and evening shifts are available every day except Sunday and Monday, April through October.

#### **IMPORTANT NOTES:**

- Shifts are <u>not</u> guaranteed for every volunteer interested in this position. Instead, available shifts are offered to all Pathfinders on a first come, first serve basis.
- Volunteers scheduled on Saturdays do <u>not</u> need to reserve parking passes.

## Expectations

\* A background check is <u>required</u> for this position and will be administered by the Duke Farms' People and Culture Team through a third-party company prior to the volunteer's start date.

The Pathfinder is expected to...

- Be punctual, approachable, and friendly.
- Be physically able to ...
  - $\circ$   $\;$  Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Travel long distances (1-3 miles) on flat to uneven, paved and unpaved surfaces, potentially uphill, for extended periods of time (1-3 hours).
- Be comfortable communicating extensively with the public.
- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.

• Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

**IMPORTANT NOTE:** The Pathfinder may encounter ticks, mosquitoes, and other biting insects as well as poison ivy and thorny vegetation such as multiflora rose. Duke Farms provides gloves, protective eyewear, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Pathfinder will be provided with gloves, protective eyewear, sunscreen, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin, as well as Duke Farms vests and backpacks. They will also have access to basic information about Duke Farms to answer frequently-asked questions.

# Benefits

The Pathfinder will have the opportunity to...

- Develop their interpersonal communication skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.

Additionally, the Pathfinder does not need to reserve a parking pass if they are volunteering on a Saturday and can therefore visit Duke Farms before and/or after their shift.

# **Stewardship Volunteer – POSITION CLOSED**

#### **Position Overview**

Duke Farms is a 2,700-acre oasis in an otherwise heavily fragmented and degraded landscape matrix. It serves as safe and healthy habitat for New Jersey's native flora and fauna while also providing transformative experiences for everyone from the average visitor to leaders in environmental fields. The ecological integrity of this place is ensured by facilities like the eight-foot deer fence that surrounds the entirety of the Core; the year-round hard work of, particularly, our Natural Resources and Designed Landscapes staff; and the dedication of our Stewardship Volunteers, who support Duke Farms as we strive to restore nature and ecosystem services in our region.

## Responsibilities

The Stewardship Volunteer...

• Assists Duke Farms staff with generally caring for the land by, for example, maintaining trails, clearing fences, removing invasive plants, installing native plants, and clearing storm damage debris.

**IMPORTANT NOTE:** The Stewardship Volunteer's worksite changes often and may be in areas of the campus closed to the public.

## Schedule

The shift\* for this position is 8:30 AM to 11:30 AM every Monday, May through October.

\* If this shift is canceled, another shift may be scheduled; attending a rescheduled shift is <u>not</u> mandatory.

#### Expectations

The Stewardship Volunteer is expected to...

- Be able to volunteer with regularity.
- Have access to a personal vehicle for travel to, from, and between the worksite(s).
- Be physically able to...
  - Work in weather conditions ranging from hot and sunny to cool and overcast.
  - Stand, sit, and/or kneel for extended periods of time (30+ minutes), with breaks to stretch or rest as needed.
  - Travel short distances (less than 1 mile) on flat to uneven, paved and unpaved surfaces.
  - Use tools such as weeders, trowels, pruners, rakes, shovels, and loppers.
  - Carry above tools for short distances.

- Carry 5-gallon plastic buckets of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
- Push wheelbarrows of material such as soil, compost, woodchips, mulch, and plant waste for short distances.
- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

**IMPORTANT NOTE:** The Stewardship Volunteer will encounter ticks, mosquitoes, and other biting insects as well as poison ivy and thorny vegetation such as multiflora rose. Duke Farms provides gloves, protective eyewear, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at sdivito@dorisduke.org.

## Support

The Stewardship Volunteer will be provided with gloves, tools, sunscreen, insect repellent, and TecNu, a soap that removes poison ivy/oak oil from the skin.

## Benefits

The Stewardship Volunteer will have the opportunity to...

- Improve their plant identification and care skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory, as well as its habitats and plant and animal populations.
- Help to ensure Duke Farms remains beautiful, ecologically healthy, and accessible to visitors for many years to come.

# **Visitor Services Assistant**

#### **Position Overview**

Over 150,000 people visit Duke Farms every year, almost all of whom come with an array of questions: What is Duke Farms? Where is the Bike Tent, the Orchid Range? How about the restrooms, or the bald eagle nest? Is the Café open today? What activities are there to do? They seek answers – and maps, brochures, educational resources, and more – at the Orientation Center of the Farm Barn, our main hub. The Visitor Services Assistant is the friendly face of Duke Farms; they support the Front Desk staff members as they administer to visitor needs by welcoming people as they arrive, providing directions, and answering basic questions.

## Responsibilities

The Visitor Services Assistant...

• Acts as an obvious representative of the organization in the Orientation Center of the Farm Barn, greeting, orienting, and answering questions for visitors.

## Schedule

The shift for this position is 11 AM to 2 PM every Saturday, May through October.

#### **IMPORTANT NOTES:**

- Shifts are <u>not</u> guaranteed for every volunteer interested in this position. Instead, available shifts are offered to all Visitor Services Assistants on a first come, first serve basis.
- Volunteers scheduled on Saturdays do <u>not</u> need to reserve parking passes.

#### **Expectations**

The Visitor Services Assistant is expected to ...

- Be punctual, approachable, and friendly.
- Be comfortable communicating extensively with the public.
- Be comfortable working independently, in a pairing, or in a group.
- Be able to effectively communicate and coordinate with other volunteers and Duke Farms staff.
- Regularly submit time spent volunteering to Volgistics, the program Duke Farms uses to manage its volunteer community.

Accommodation requests can be made by contacting Volunteer Coordinator Sara DiVito at solution solution solution solution solution at solution of the solution

## Support

The Visitor Services Assistant will have access to basic information about Duke Farms to answer frequently-asked questions. They will also be able to consult or redirect visitors to Duke Farms staff members at the Front Desk as needed.

# Benefits

The Visitor Services Assistant will have the opportunity to...

- Develop their interpersonal communication skills.
- Learn more about Duke Farms the mission, recent accomplishments, and current trajectory.

Additionally, the Visitor Services Assistant does not need to reserve a parking pass when volunteering on a Saturday and can therefore visit Duke Farms before and/or after their shift.