

Volunteer Position Description

Tour Guide Team Volunteer

Nothing in this position description rest	ricts management's right to assign or reassign duties and responsibilities to this position at any time.
Work Location	12526 County Road 3806, Murchison, TX 75778
Position Grade	3; background check includes Criminal Background, Social Security Number
	Verification, and Sex Offender Registry
Purpose of the Position	Help visitors to the Ranch learn about our resident animals and our programs
	as they tour the property.
Volunteer Responsibilities	 Study the information that CABBR and DDEC provide about the animals; develop a thorough understanding of the centers and be able to speak about The HSUS's campaigns Shadow 3-4 tours to learn how they are done before giving tours Walk groups of visitors around the property and teach the public about CABBR/DDEC and the resident animals Provide a history of both centers to the public Know the names and stories of all exotics/primates Recognize the equines that are considered "notable" and know their names and stories Talk about why the animals' stories are important and what each individual on the tour can do to help; be comfortable asking for donations Talk about how the animals' stories relate to an HSUS campaign Be comfortable explaining and enforcing the rules of the sanctuary (no smoking, no climbing fences, no picking on the animals, no food on
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	 Physical difficulty is level 3; volunteers are required to stand for long periods of time and walk on uneven terrain Mental difficulty is level 3; the level of understanding and knowledge required to effectively answer people's questions and explain the work we do is high; strong verbal communication skills and memorization are required Emotional difficulty is level 3; any contact with the public can result in interactions with people in a heightened emotional state because of their connection with and commitment to animals
Expected Environmental	Most of the work is performed outdoors in all weather conditions which can
Conditions	include extreme heat.
How Often Volunteers Work On-site	All work is performed on site
Orientation/Training	Orientation includes the following: overview and brief walking tour of the ranch, description of rules, and overview of volunteer opportunities. Volunteers will be trained on the particular aspects and tasks required for their role. Each new volunteer needs to shadow 3-4 tours with experienced tour guides as part of their training.

Learning Opposition 141-	Character and all an area 2 ages at the control of
Learning Opportunities	Strengthen verbal communication and memorization skills
	Develop or strengthen public speaking and leadership skills
	Become well-versed about a variety of species
	Knowledge of animals' habitats
	Knowledge of CABBR/DDEC and how the program area fits into the larger
	picture of animal protection
	Exposure to the operations and management of an animal care center
Position Start Date	Ongoing
Initial Minimum Commitment	Must initially come to 3-4 tours as a participant to learn the information;
	CABBR may begin to provide group tours once per month and volunteer
	schedule will be determined with supervisor.
Scheduling Guidelines	Volunteers may be asked to volunteer between the hours of 8:00 a.m12:00
Schedding dulacinies	p.m. and 1:00 p.m5:00 p.m.
Qualifications/Requirements	
for Volunteer Applicants	Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation
for volunteer Applicants	
	Strong communication skills
	Able to retain information and teach others about CABBR/DDEC
	Demonstrate flexibility and willingness to take responsibility
	Able to work independently, as well as on a team, and use good judgment
	Able to maintain professionalism in attitude and appearance
	Able to communicate with a variety of people effectively and without
	judgment or making negative remarks
	Able to learn and demonstrate a familiarity with CABBR's and DDEC's
	programs
	Able to understand The HSUS's policies and positions regarding animal
	protection issues and able and willing to appropriately and accurately
	represent those policies when interacting with the public or otherwise
	representing The HSUS
	Public speaking experience helpful
Restrictions	Volunteers under 18 must have permission from a parent or guardian to
	participate in our program. Teens 16-17 may work independently after
	attending the orientation with their parent or guardian. Teens 12-15 can
	volunteer with a parent or guardian as their partner at all times
	 Must wear a CABBR shirt (provided) and closed-toed shoes during tours.
	Must have reliable transportation and arrive on time for shifts
	Must learn and follow all guidelines and policies of The HSUS and
	CABBR/DDEC, and follow directions given by staff
	 Must submit the required paperwork and pass a background check before
	being assigned Should have access to a computer and ability to login into an online
	Should have access to a computer and ability to login into an online valuation communication site to receive undates, as well as a phone for
	volunteer communication site to receive updates, as well as a phone for
	easy communication
Toolo/Fauticas and Day 11.1	Current tetanus inoculation required All supplies peeded for the years. Volunto are presided informational.
Tools/Equipment Provided	All supplies needed for the work. Volunteers are provided informational
(including Personal Protective	"cheat sheets" to use during tours.
Equipment)	
Optional Tools/Equipment	n/a
Supervisor(s)	Office and Volunteer Manager, Cleveland Amory Black Beauty Ranch

Number of Concurrent	12; individuals or teen-parent teams; based on rotational system so each may
Volunteer Openings	give at least one monthly tour
Additional Information	
Updated	01.15.2015