

For more information, please contact
Shelley Du Puy, Education Outreach Coordinator – NOAA Flower Garden Banks NMS
409-621-5151, ext. 106 or Shelley.DuPuy@NOAA.gov

**National Oceanic & Atmospheric Administration
Flower Garden Banks National Marine Sanctuary
Descriptions for Volunteer Positions**

Flower Garden Banks National Marine Sanctuary office is located at 4700 Avenue U, Galveston, TX.

Volunteer positions include:

1. General Program Support
2. Community Events
3. Corals to Classrooms Instructor
4. Special Projects – specific project position descriptions developed as needed. For more information, contact Shelley Du Puy, Education Outreach Coordinator – NOAA Flower Garden Banks National Marine Sanctuary at 409-621-5151, ext. 106 or Shelley.DuPuy@NOAA.gov

Each position has slightly different duties and requires slightly different skill sets and time commitments. They are all important in helping the sanctuary staff make our community aware of the ocean and coastal treasures that the Office of National Marine Sanctuaries has been charged with researching, monitoring, managing and protecting so that we can all continue to enjoy those resources now and for generations to come.

Descriptions for each of the positions, including training and time commitments, are outlined on the following pages. You are welcome to apply for one or more positions. If you qualify for multiple positions and can make the time commitment, you may choose to serve in more than one position simultaneously.

We would love to accept everyone who is interested in volunteering. However, because our volunteers have access to federal property and/or because they interact with children, all of these positions require that we conduct full background checks and those cost money. Consequently, our budget limits how many new volunteers we can accept each year.

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Position Description: Program Support

Summary

Program Support volunteers assist staff in preparing for workshops, meetings and other events. They will work under the direction of the sanctuary education outreach team lead. This is the perfect position for someone who is more comfortable contributing “behind-the-scenes” than in interacting with the public.

Commitment Required

Volunteers are expected to commit to a minimum total of 50 hours over the course of a year, preferably by volunteering at least four (4) hours per month.

Duties

Assignments may include, but are not limited to:

- Collating informational packets for meetings and workshops
- Duplicating informational materials
- Setting up meeting rooms, loading equipment and supplies into vehicles
- Placing directional signs around the campus for upcoming events
- Taking photos or video at events for staff to use in outreach program
- Help publicize NOAA events and programs
- Adhere to administrative policies on safety, security and procedural requirements of operations.

Training Required

Program Support volunteers must complete a 2 to 3 hour orientation. They are invited, but not required to also complete *Flower Garden Banks and Corals 101* and *Sea Turtles 101*.

Other Requirements / Desirable Skills

Program Support volunteers must be able to work well independently or on a team.

Volunteers will comply with security requirements and are subject to background checks.

Duties may involve lifting boxes weighing up to 20 pounds and helping move chairs and tables.

Equipment

Volunteers will learn how to operate the sanctuary copier and possibly still and video cameras.

Uniforms

Volunteers should wear a name badge and clothing appropriate for the tasks they are assigned during their shift. They may be required to wear the provided if they are representing the sanctuary during a public event. They should not wear such attire when not on official duty.

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Position Description: Community Events

Summary

Community Events volunteers staff the sanctuary booth at community events hosted by NOAA or other organizations. They pro-actively greet visitors passing by the booth and introduce them to the sanctuary and its resources. Community Events volunteers will work under the direction of the sanctuary education outreach team lead.

Community Events volunteers will be trained by sanctuary staff and will develop a general understanding of sanctuary programs and resource management issues. They acquire a basic knowledge of coral ecology and natural/human impacts on sanctuary resources.

Commitment Required

Volunteers are expected to commit to a minimum total of 50 hours over the course of a year, preferably by volunteering at least four (4) hours per month. In addition to staffing the sanctuary booth, hours may be accumulated by assisting with preparation and/or presentation of Corals to Classrooms programs; assisting staff with preparation for workshops, meetings or on-site events; or by participating in lectures, webinars or other training related to Flower Garden Banks National Marine Sanctuary and pre-approved by the education outreach team lead.

Duties

- If assigned to open the booth, arrange with education outreach team lead to check out display components and informational materials from the sanctuary office for distribution at the event. And, take the lead in setting up the booth, usually with assistance of one or more additional volunteers.
- Track visitation to the booth, brief the next shift of volunteers when they arrive.
- If assigned to close the booth, take the lead in breaking down the booth, usually with assistance of one or more additional volunteers. And, arrange with education outreach team lead to return display components and extra materials to the sanctuary office.
- Assist as needed and available for Corals to Classrooms programs.
- Help publicize NOAA events and programs.
- Adhere to administrative policies on safety, security and procedural requirements of operations.

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(Community Events Lead cont'd)

Training Required

Community Events volunteers are expected to:

- Complete the following formal training sessions
 - 2 hour orientation
 - NOAA, Flower Garden Banks & Corals 101 – 8 hrs on a Sat.
- Receive on-the-job training
- Attend sanctuary lectures or webinars when possible
- Study supplemental materials when provided by sanctuary volunteer.

Optional trainings:

- *Sea Turtles 101* – 8 hours on a Saturday

Other Requirements / Desirable Skills

Volunteers for this position must develop a basic understanding of coral reef ecology, conservation and natural/human threats. Knowledge of sea turtles, whale sharks, manta rays and other sanctuary species is also beneficial.

Volunteers must have an open, friendly attitude and be comfortable taking the initiative to greet visitors of diverse ages and cultures at community events. Volunteers must have a desire to continually learn about sanctuary management, habitats, research and monitoring.

Volunteers will comply with security requirements and are subject to background checks.

Duties may involve lifting boxes weighing up to 20 pounds into vehicles, onto carts and transporting them on a cart with wheels. Off-site events may occasionally require walking (with rolling cart) several blocks from parking area to event venue.

Volunteer may be asked to use his/her personal vehicle to travel to event locations without financial compensation. (Note: volunteers always have the option to turn down an off-site assignment if they do not wish to travel beyond their immediate community.)

Equipment

Volunteers will learn how to operate sanctuary equipment needed for events, including laptop DVD player/monitor and possibly still or video cameras.

Uniforms

Volunteers are required to wear the provided attire and name badge while on official duty representing the sanctuary. They should not wear such attire when not on official duty.

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Position Description: Corals to Classrooms Instructor

Summary

Corals to Classrooms Instructor volunteers provide interactive educational lessons for students on-site at the sanctuary office, off-site at Galveston/Houston area schools or at other community venues such as libraries, museums, aquariums or community centers. They will work under the direction of the sanctuary education outreach team lead.

Teachers and youth leaders request programs to teach their students about the sanctuary, the habitats and associated animals, issues related to managing and protecting those resources and why the resources are important. Volunteers interact with students from kindergarten through high school via power point presentations, props, question/answer sessions and activities that illustrate and reinforce presented concepts. Presentations and activities are developed by sanctuary staff. Student groups may be from public or private schools, after school programs or organized youth organizations such as scout troops or sea camps.

Commitment Required

Volunteers are expected to remain active by volunteering at least four (4) hours per month to remain current and involved. In addition to presenting programs, hours may be accumulated by assisting with turtle tour programs, staffing the sanctuary booth at community events or participating in lectures, webinars or other training related to Flower Garden Banks National Marine Sanctuary and pre-approved by the education outreach team lead.

Duties

- For on-site programs, set up designated room on NOAA campus prior to program.
- Check out the necessary equipment, program materials and supplies from the sanctuary education outreach team lead.
- For on-site programs, greet student group outside building, collect roster from the group leader and escort group to the designated room.
- Present program and activities; distribute any related program materials.
- Escort group back to vehicle(s).
- Pack up equipment and supplies, return to education outreach team lead along with roster and other tracking documents.
- Assist as needed and available for turtle tours and community events.
- Help publicize NOAA events and programs.
- Adhere to administrative policies on safety, security and procedural requirements of operations.

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(Corals to Classrooms Instructor cont'd)

Training Required

Corals to Classrooms Instructors are expected to:

- Complete the following formal training classes
 - 2 hour orientation
 - NOAA, Flower Garden Banks & Corals 101 – 8 hrs on a Sat.
 - Sea Turtles 101 – 8 hours on a Saturday
 - Corals to Classrooms Practice (includes instruction and practice in using electronic equipment) – 8 hours on a Sat.
- Practice the prepared power point presentations and activities on their own or with other volunteers
- Shadow a sanctuary staff member or mentor volunteer for at least one program
- Receive on-the-job training
- Attend sanctuary lectures or webinars when possible
- Study supplemental materials when provided by sanctuary education outreach team lead.

Other Requirements / Desirable Skills

Volunteers for this position must develop a good understanding of coral reef ecology, conservation and natural/human threats. Knowledge of sea turtles, whale sharks, manta rays and other key sanctuary species is also beneficial.

Volunteers should feel comfortable presenting to and interacting with students of all ages and backgrounds. They must have a desire to continually learn about sanctuary management, habitats, research and monitoring.

Volunteers will comply with security requirements and are subject to background checks.

Duties may involve lifting boxes weighing up to 20 pounds into vehicles, onto carts and transporting them on a cart with wheels. Off-site programs may occasionally require walking (with rolling cart) several blocks from parking area to presentation area.

Volunteer may be asked to use his/her personal vehicle to travel to off-site locations without financial compensation. (Note: volunteers always have the option to turn down an off-site assignment if they do not wish to travel beyond their immediate community.)

Equipment

Volunteers will learn how to operate sanctuary equipment needed for programs, including laptop, digital projector, presentation software and possibly still or video cameras.

Uniforms

Volunteers are required to wear the provided attire and name badge while on official duty representing the sanctuary. They should not wear such attire when not on official duty.