# MUSEUM CENTER VOLUNTEER
# Paleontology Collections

## POSITION SUMMARY

Dickinson Museum Center Paleontology Volunteers assist staff with a variety of tasks in the lab and collections storage. Volunteers are trained by and work under the direction of Paleontology staff. Training begins with basic tasks and progresses to the more complex at the discretion of staff as skills develop.

## RESPONSIBILITIES

Essential Duties

- Follow all safety, health, and environment rules
- Work individually or as part of a team on tasks as assigned
- Perform tasks as directed by staff
- Follow project priority as set by staff
- Be courteous and respectful to all Museum visitors, volunteers, and staff members

## RELATIONSHIPS

Relation to Others

- Position requires regular contact with the public and employees; must be able to communicate effectively
- Communications may be one-on-one and in small groups
- May assist with orientating new volunteers to the Museum Center

## SKILLS

- Paleontology volunteers will be trained by staff and assigned tasks and projects commensurate with exhibited skills at the discretion of staff

## WORKING CONDITIONS

- Work is performed within a routine paleontology lab-type environment with minimum exposure to hazardous or unpleasant conditions; please note that dust, noise and vibrating tools are typical in a working paleontology lab; appropriate personal protective equipment (PPE) and training will be provided by the museum.
- In the paleontology lab the use of PPE as dictated by staff is NOT OPTIONAL. Failure to employ appropriate PPE may result in the volunteer being discharged.
- This volunteer position typically requires: standing, walking, climbing, talking, hearing, and seeing. Medium work: Exerting up to 50 pounds of force occasionally or exerting up to 20 pounds of force frequently.