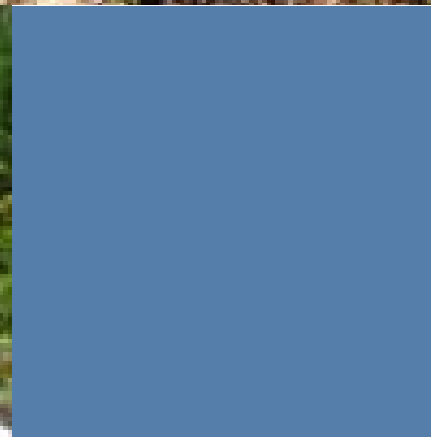




ONLINE VOLUNTEER ORIENTATION



CONTENT

- What is Ijams?
- Goals of the Program
- Organizational Structure
- Volunteer Positions
- Types of Volunteers & Requirements
- Next Steps



The Online Volunteer Orientation is meant for people who cannot make in-person orientations. Ijams HIGHLY encourages coming to an in-person session if you can!

WHAT IS IJAMS?

315 ACRE NATURE CENTER

Ijams has ~12 miles of trails, hundreds of programs, educational classes, and fun and big special events each year!

Ijams is not a city or county park, but Ijams does work with them to maintain some of Ijams. However, Ijams would not function without the generous help of the **hundreds of volunteers** that help each year!



HISTORY

In 1910, Harry (HP) Ijams, **an illustrator and ornithologist**, and his wife, Alice Yoe Ijams, an avid gardener, purchased 20 acres of land along the Tennessee River to raise their four girls. HP would be instrumental in establishing the East TN Ornithologist Society. He would serve as the first president, and later as the statewide president.

When HP and Alice passed, their daughters worked with local garden clubs and the city to turn the property into a public nature park. In the 60s, the city took ownership and began restoration efforts. The park was dedicated in the late 60s and volunteers led public programming. In the 70s, Ijams gained **non-profit status**. Since then Ijams has been expanding its programs, land, and volunteer program to what you see today. Ijams has plans to continue to grow!

WHAT IS IJAMS?



WHAT IS IJAMS?

MISSION

To encourage **stewardship** of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences.

VISION

Through **direct experience with the outdoors** all people will appreciate and care for the natural world.



WHAT IS IJAMS?

WHY VOLUNTEER

Ijams simply would not be Ijams without the hundreds of volunteers who contribute their time and talents to this nonprofit nature center.

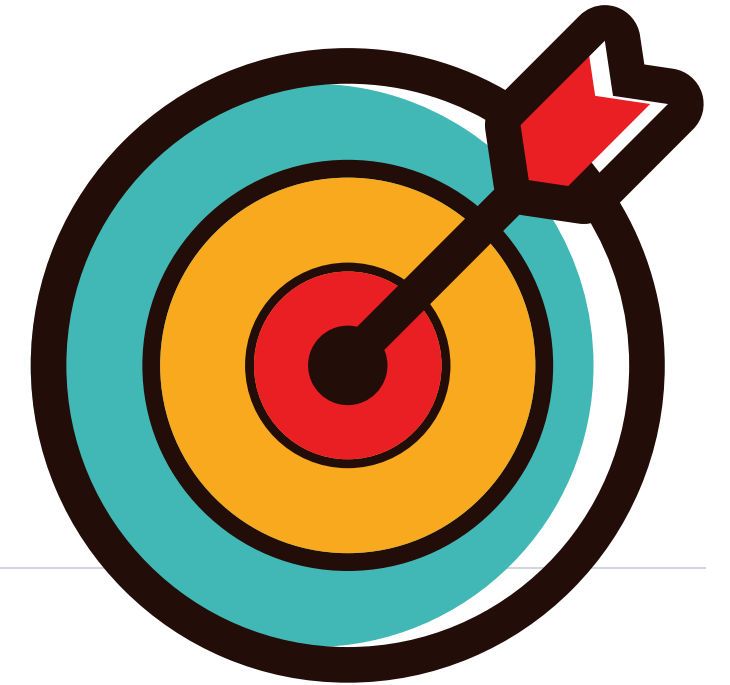
In 2019,

- 1,076 volunteers served at Ijams
- Volunteers served a total of 6,617 hours
- Volunteers removed 40,080sqft of invasive species



GOALS OF THE VOLUNTEER PROGRAM

- To further the Ijams mission of encouraging stewardship of the natural world.
- To expand Ijams' capacity beyond the work of paid staff.
- To equip volunteers with training and tools they need to perform their volunteer duties with ease and confidence.
- To provide volunteers with opportunities for personal and professional development.
- TO HAVE FUN!



VOLUNTEER POSITIONS**

*depends on program's need for volunteers.

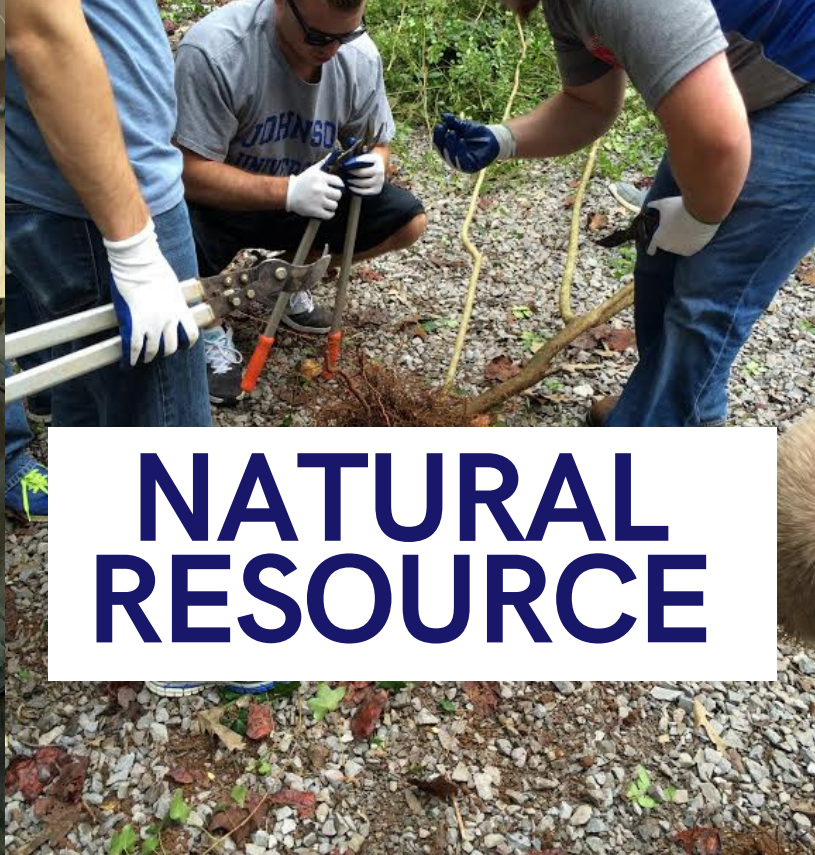
****Positions may be limited or halted due to COVID-19. Email the Volunteer Coordinator if you have any questions**



EDUCATION

Lead school group hikes, assist with public programs, set up touch tables and information booths, and much more. You don't have to know every rock, tree, and bird at Ijams- we're looking for people who are enthusiastic and willing to share their love of the outdoors with others.

- TRAIL GUIDE VOLUNTEER*
- FIELD TRIP / CAMP VOLUNTEER*
- PRESCHOOL VOLUNTEER*
- CITIZEN SCIENCE VOLUNTEER*



NATURAL RESOURCE

Volunteers maintain more than 12 miles of trails throughout the nature center by mulching, weeding, and removing invasive species. Volunteers also work in our greenhouse and organic gardens planting, propagating, and harvesting crops. Some also help keep our river and quarry clean.

- WEED WARRIORS VOLUNTEER
- LITTER PICK-UP VOLUNTEER
- RIVER VOLUNTEER
- TRAIL PRESERVATION VOLUNTEER



BEHIND THE SCENES

In every non-profit organization, "behind the scenes" volunteers are the unsung heroes. They enter data, look over spreadsheets, prepare materials, assist with office work, and generally keep Ijams running smoothly. Caring for our Animal Ambassadors can also be a duty for behind-the-scenes volunteers.

- ANIMAL CARE VOLUNTEER*
- DIGITAL MEDIA VOLUNTEER
- BIRD FEEDER VOLUNTEER*
- SUPPORT VOLUNTEER*



SPECIAL EVENTS

Volunteers are essential in helping Ijams put on some of the biggest and best events in East Tennessee. Volunteers assist in every aspect of our events, from event setup, event take down, crowd engagement, event marketing, and more. Every month brings opportunities to help out with events big and small.

- EVENT SUPPORT VOLUNTEER*
- RIVER RESCUE VOLUNTEER*
- HUMMINGBIRD FESTIVAL VOLUNTEER*
- WEED WRANGLE VOLUNTER

VOLUNTEER POSITIONS**

EDUCATION

Trail Guide Volunteering

Roving Volunteer*

- Volunteers greet, assist, and inform trail users and act as goodwill ambassadors for Ijams Nature Center.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Booth Volunteer*

- Volunteers assist the Education Department with outdoor informational pop-up booths and concessions.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Field Trip / Camp Volunteering

Field Trip / Camp Leader*

- Volunteers lead and participate in camp or field trip activities, and work with Ijams staff to meet the needs of the campers or field trip participants.
- Volunteers are expected to commit year-round.

Field Trip / Camp Assistant*

- Volunteers support Field Trip Leaders during exploration hikes by assisting with group management.
- Volunteers are expected to commit year-round.

Preschool Volunteering*

- Assist the Lead Teacher with a mixed-age preschool classroom in daily curriculum activities focused on outdoor exploration and nature-based learning.
- Volunteers are expected to commit to helping for a full school year.

Citizen Science Volunteering*

- Volunteers help with ongoing scientific observations at Ijams Nature Center focused on phenology, salamanders, caterpillars, and ornithology.
- Volunteers are expected to commit per season. (Winter, Spring, Fall, or Summer).

*depends on program's need for volunteers.

****Positions may be limited or halted due to COVID-19. Email the Volunteer Coordinator if you have any questions**

VOLUNTEER POSITIONS**

NATURAL RESOURCE MANAGEMENT

Weed Warriors

Weed Warriors - Adopt-a-Spot

- Volunteer is assigned a space that is theirs to maintain. (Primary duty is invasive species removal.)
- This is an independent opportunity.
- Volunteers can create their schedule.
- Volunteers are expected to commit per season.(Winter, Spring, Fall, or Summer).

Weed Warriors - Group

- Volunteers commit to participating in group volunteer workdays in which tasks vary depending on the season.
- Group will meet once a month.
- Volunteers are expected to commit per season. (Winter, Spring, Fall, or Summer.)

Litter Pickup Volunteering

Solo Pickers

- Volunteers comb the grounds and pick up litter with gear provided from the Visitor Center.
- This is an independent opportunity.
- Volunteers can create their schedule.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Lead Pickers

- Volunteers take charge and help scout, lead, and plan public cleanups.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

River Volunteering

River Volunteer (Crew)*

- Volunteers work alongside Ijams' River Captain to clean up the Tennessee River.
- Volunteers are expected to commit per season (Winer, Spring, Fall, or Summer).

River Volunteer (Solo)

- Volunteers use their personal boat and coordinate with Ijams' River Captain to help clean up the Tennessee River.
- This is an independent opportunity.
- Volunteers can create their schedule.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Trail Preservation Volunteering

Trail Maintenance Volunteer

- Volunteers help maintain Ijams Nature Center trails.
- Volunteers create their own schedule.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Trail Scout Volunteer

- Volunteers monitor the condition of trails and other spaces at the nature center.
- Volunteers create their own schedule.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

*depends on program's need for volunteers.

****Positions may be limited or halted due to COVID-19. Email the Volunteer Coordinator if you have any questions**

VOLUNTEER POSITIONS**

BEHIND-THE-SCENES

Animal Care Volunteering*

- Volunteers assist the Animal Care Coordinator by helping with upkeep, care, and feeding of Ijams' animal ambassadors.
- Volunteers are expected to commit to serving for a minimum of a year.

Digital Media Volunteering

- Volunteers help document and market events, programs, and volunteer work through various digital media (i.e. photography, videography, graphic design, etc.)
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Bird Feeder Volunteering*

- Volunteers help upkeep and fill the bird feeders around Ijams' grounds.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or summer).

Support Volunteering

Admin Volunteering*

- Volunteers help Ijams' staff in the office with various projects and data-keeping.
- Volunteers are expected to commit per season (Winter, Spring, Fall, or Summer).

Plaza Volunteering*

- Volunteers assist the visitor center staff with an outdoor booth and handle map sales, food and beverage sales, and visitor information.

*depends on program's need for volunteers.

****Positions may be limited or halted due to COVID-19. Email the Volunteer Coordinator if you have any questions**

VOLUNTEER POSITIONS**

SPECIAL EVENTS

Event Support Volunteering*

- Volunteers help with various special events at Ijams.
- Volunteer are expected to commit per season (Winter, Spring, Fall, or Summer).

Ijams River Rescue Volunteering (Annually)

- Ijams River Rescue Site Captain**
- Site Captain Volunteers are in charge of their own site through managing Ijams River Rescue volunteers, assisting with gear and trash pickup, setting up and taking down the site, and reporting back their site's data.

- Ijams River Rescue Volunteer**
- Volunteers help pick up litter at one of the approved Ijams River Rescue sites.

Ijams Hummingbird Volunteering (Annually)

- Ijams Hummingbird Festival Volunteer**
- Volunteers help with a variety of tasks on the day of the festival, such as informing visitors, helping with the set up and cleanup, staffing the entrance of the festival, and assisting in guided hikes.
- Ijams Hummingbird Feeder Volunteer**
- Volunteers help clean and fill hummingbird feeders around Ijams' grounds.
 - Volunteers are expected to help during the full hummingbird season.

Weed Wrangle Volunteering (Annually)

- Volunteers are needed at various sites around Knoxville and its greater areas to help remove invasive plants that are threatening landscapes and upsetting the ecological balance.

*depends on program's need for volunteers.

****Positions may be limited or halted due to COVID-19. Email the Volunteer Coordinator if you have any questions**

River

River volunteering is led by Ijams' River Captain Jerry Weaver.

Contact:
jweaver@ijams.org

Youth & Field Trips

Volunteers who want to educate youth reports to Ijams' Youth Programs Manager Tyler Edmondson.

Contact:
tedmonson@ijams.org

Visitor Services

Volunteering at the front desk and infodesk is led by Visitor Services Manager Sarah Brobst.

Contact:
sbrobst@ijams.org

Public

Volunteers who love to work with the public reports to Ijams' Public Programs Coordinator Jeremy Clothier

Contact:
jclothier@ijams.org

Animal

Animal Volunteering is led by Ijams' Animal Program Coordinator Mabre LaFollette.

Contact:
mlafollette@ijams.org

Administration

Volunteers who want to help with admistartion work should contact Ijams' Volunteer Coordinator Madelyn Collins.

Contact: mcollins@ijams.org

Natural Resource

Natural resource volunteering is led by Ijams' Natural Resource Manager Ben Nanny.

Contact: bnanny@ijams.org

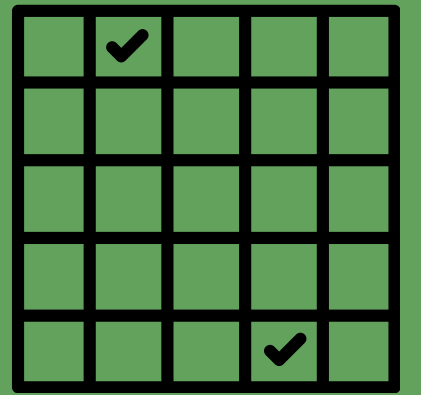


ORGANIZATIONAL STRUCTURE

***Only email the Volunteer Coordinator for an application!**



STEADY VS OCCASIONAL



Steady Volunteering

- Steady Volunteering are positions that require long-term commitment.
- Expected to serve a regular volunteer shift weekly or monthly.
- Receive an account into Ijams' hours tracking system, Volgistics.
- Pay a one-time on-boarding volunteer fee to offset the costs of program t-shirts, equipment, and background checks.

Steady Volunteer Positions

Preschool Volunteer
Citizen Science Volunteer
Field Trip / Camp Volunteer
Trail Guide Volunteer
Animal Care Volunteer
Digital Media Volunteer
Bird Feeder Volunteer
Support Volunteer
Hummingbird Feeder Volunteer
Weed Warriors
Litter Pickup Volunteer
River Volunteer
Trail Preservation Volunteer

Occasional Volunteering

- Occasional Volunteering are positions that do not require long-term commitment.
- Volunteers will be added to the Volunteer Newsletter.

Occasional Volunteer Positions

Event Support Volunteer
Ijams River Rescue Volunteer
Ijams Hummingbird Festival Volunteer
Weed Wrangle Volunteer
Litter Pickup Volunteer

Age Restrictions

Volunteer opportunities are NOT open to all ages.

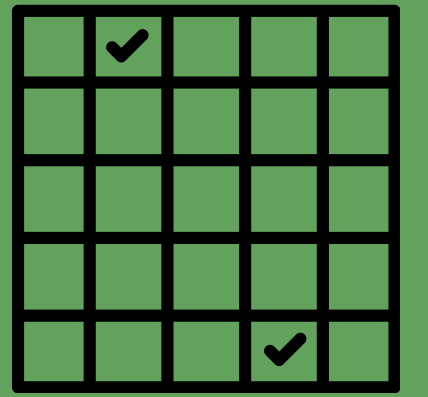
If you are **younger than 16 years old**, you must have a trusted adult present with you at all times for *all* volunteer opportunities.

If you are **16-17 years old**, you can participate in *public group workdays, litter pickup, and events* with a parent or guardian signature. Ask Volunteer Coordinator Madelyn for the form.

All other volunteering opportunities is 18 years and older.



NEXT STEPS:



Steady Volunteering

1. After you've attended a Volunteer Orientation, email the Volunteer Coordinator at mcollins@ijams.org to ask for a link to the Volgistics application. [If you completed the Online Volunteer Orientation, you must take quiz first! Link located at end of Online Volunteer Orientation Slides]
2. Fill out the Volgistics application-- applicants will pay a one-time \$15 volunteer on-boarding fee to help offset the cost of t-shirts, equipment, and sometimes background checks.
3. After you've been processed, you will be added into our system and receive an assignment and on-boarding training.

Occasional Volunteering

1. Email the Volunteer Coordinator at mcollins@ijams.org or visit the Ijams Nature Center to ask for a paper application.
2. Fill out the Occasional Volunteer application.
3. After you've been processed, you will be added to our volunteer newsletter, which will inform you of volunteer opportunities when they become available.

HAVE MORE QUESTIONS?



Email Ijams' Volunteer Coordinator Madelyn Collins
at mcollins@ijams.org.

Link to Online Volunteer Orientation Quiz here: **(Copy & Paste directly into search bar)**

[https://docs.google.com/forms/d/e/1FAIpQLSfGd9S7CqaVUCsF
yx4KTKjewM5Jx6a6K71VExsPQCz8IE_LVA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfGd9S7CqaVUCsFyx4KTKjewM5Jx6a6K71VExsPQCz8IE_LVA/viewform)

Interested in turning your position into a volunteer internship?



Email Ijams' Volunteer Coordinator Madelyn Collins at mcollins@ijams.org for more information.