

The University of Texas at Austin
VOLUNTEER ASSIGNMENT AND SUMMARY OF DUTIES

(VOL-C1 / August 22, 2008)

Please Print

Volunteer Last Name: First Middle

Volunteer Assignment Start Date: End Date: (must not extend past end of current fiscal year)

Marine Science Institute

Department:

Volunteer Position/Job Title:

PLEASE CHECK THE BOX BESIDE THE DESIRED VOLUNTEER JOB DESCRIPTION BELOW OR WRITE THE DESIRED JOB DESCRIPTION IN THE BLANKS BESIDE "OTHER DUTIES."

Animal Rehabilitation Keep (ARK) Volunteer:

Volunteers who come in regularly, usually doing one 4-hour morning or afternoon shift each week. Assist with the daily operations of the ARK under supervision of the ARK Animal Attendants. Prepare animal feeds (fish, squid, grains, vegetables and fruits), change animal housings and bedding (carriers, cages, outside enclosures and sea turtle tanks and land turtle enclosures) and clean soiled housings (hose and scrub carriers, hose and sweep outside enclosures), wash animal feed containers, wash and fold animal bedding (using washer and drier), keep area under Turtle House clean, stack and fold cardboard containers and plastic bottles for recycling, and feed animals according to schedule (pelicans, gulls, turtles and tortoises). Assist Attendants in moving animals when necessary.

Volunteers who help when the need arises for special events and in doing sea turtle patrols during the nesting season. These are volunteers who may be sub-permittees under Director Tony Amos's permits and who have usually done training. Help at the ARK when construction or renovation is required on animal enclosures or other infrastructure. Assist at ARK events held on UTMSI grounds or elsewhere such as Open House, Celebration of Cranes, fund raisers: pre-and post event preparation by providing transportation (non-UT vehicles) and general labor. Assist in the release of large sea turtles at the ARK (preparation), on the beach, or out at sea. Assist in the rescue and moving of big animals in the field and at the ARK. Assist in the major cleaning of the big turtle tanks. Conduct sea turtle surveys using the ARK's ATV during the nesting season (March 1 through September 15) or assist Tony Amos on San Jose Island surveys. Perform some animal rescues (after training) or pick up animals at various locations outside the Mustang Island area.

Visitor Center Volunteer:

Assist UTMSI staff at festival events. Duties may include setting up and tending information booths and retail sales of t-shirts, books and miscellaneous items. A training session is required to instruct volunteers on UT cash-handling policy, if retail sales are involved.

Assist in the once-yearly mounting and hanging of artwork from the local high school. This involves cutting matt board to fit the artwork, then hanging the art on the wall in the auditorium.

Operate the video projector to show afternoon movies in the Visitor Center auditorium.

Assist UTMSI staff in maintaining aquaria. This may include feeding animals and cleaning tanks.

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Lab Volunteer:

Assist researchers in laboratory experiments. Duties may include data entry, data analysis, water/sediment filtration, setting up/taking down and organizing equipment, preparing media and solutions, maintenance and cleaning of glassware and equipment, resolving problems with equipment, and care of animals and various microscopic organisms.

Field Volunteer:

Assist researchers in field experiments. Duties may include sediment sampling, flora and fauna identification, water sampling, and conducting monitoring transects. Volunteer must be able to handle harsh climatic conditions such as long hours in high temperatures. Duties may include transportation on boat or all terrain vehicles over potentially rough terrain or waves. Specific duties and conditions will vary based on particular experiment.

Marine Education Services Volunteer:

Assist Marine Education Services staff with educational programming for K-12 school children, the general public and Elderhostel groups. Duties may include leading tours of the Wetlands Education Center (WEC) for school or public groups and assisting with K-12 educational programs at the WEC and other UTMSI administered locations.

Other Duties: _____

This is to acknowledge that I desire to volunteer my services, performing the duties listed above and that volunteer services rendered by me will be at the direction of the above named supervisor. Further, I affirm that I understand that I must abide by all University policies and regulations and that I serve at the pleasure of the University.

Signature of Volunteer Date

Volunteer Supervisor's Name: UT Position/Job Title Phone

APPROVAL OF AUTHORIZED UNIVERSITY PERSONNEL:

Signature of Volunteer Supervisor: Date

Signature of Volunteer Coordinator: Date

Signature of Administration: Date