

THE BIRMINGHAM
**BOTANICAL
GARDENS**
TURN OVER A NEW LEAF

ROLE DESCRIPTION

ROLE TITLE:	School Guide Volunteer
RESPONSIBLE TO:	Education Manager
AIM:	To assist with a wide range of tasks for visiting school pupils and young people, including Special Schools, to the Botanical Gardens.

PRINCIPAL ACTIVITIES

The volunteer can undertake any of the following activities from the range shown below following appropriate instruction or under the supervision of the Education Manager.

- Meeting and greeting visiting pupils and their teachers
- Settling groups in to the site
- Assisting the Education Manager and other education staff with teaching sessions
- Leading tours of the glasshouse plant collection to visiting groups
- Assisting with education trails and activities in the grounds
- Photocopying education materials
- Laminating education materials
- Assisting with educational activities at Gardens' events

PERSON DESCRIPTION

Some previous experience of working with children in an educational setting would be advantageous but is not essential. Must be enthusiastic, outgoing, confident in speaking to children and their teachers, dependable, able to work as part of a team, enjoy nature, plants and working outdoors in all weather.

SPECIAL CONDITIONS

Due to the responsibility of working with young people, the Gardens require two references from people (not relatives) who know you and can vouch for your ability to work with children.

This role is also subject to completion of a DBS check (formerly CRB) at no cost to yourself.

This role requires you from approximately 10am to 2pm each time (times may vary) during term-time.

This role is located at The Birmingham Botanical Gardens & Glasshouses, Westbourne Road, Edgbaston, Birmingham B15 3TR.