

Biodiversity Researcher Position Description

Position: Parks Biodiversity Researcher

Reports To: Haley McGuire, Operations Manager (for questions and updates about the project) and Annie Paskovich, Volunteer Coordinator (for timesheets and general volunteer questions).

TYPE OF POSITION: Volunteer, ongoing or episodic.

Start Date: Earliest availability.

Average Hours: Open to discuss based on availability. Minimum 2 hours per month.

Length of Commitment: Can discuss what works for individual. Commitment can be as long as one likes, but we ideally ask that at least one month be committed to this project.

LOCATION: Reno, Nevada. The Park Biodiversity Researcher position can be done remotely; however, ability to come into the Parks Foundation Office (located in Idlewild Park, Reno Nevada) for orientation and check ins would be preferable. It is also helpful to reside in Reno for traveling to parks to take photos of biodiversity if needed.

MISSION OBJECTIVE:

The Parks Biodiversity Researcher will help build the biodiversity database as part of the Truckee Meadows Parks Project for the parks located in Reno, Sparks, and Washoe County. Truckee Meadows Parks Project is an online, open-source resource for the parks located in Reno, Sparks, and Washoe County. This resource will contain park information, history, geology, and biodiversity information for every park.

The Parks Biodiversity Researcher will support the overall mission of Truckee Meadows Parks Foundation by building community awareness, appreciation, and stewardship of the parks through biodiversity preservation and knowledge shared of park flora and fauna via this online database located on the Truckee Meadows Parks Foundation website.

Summary/General Description of Responsibilities:

Become a Park Biodiversity Researcher and help the Parks Foundation research, collect, and summarize the unique facts about the wildlife found in Truckee Meadows parks! Enhance your communities' knowledge about their parks and open spaces by helping to create an online, park biodiversity database. By being a Parks Biodiversity Researcher, you will help create a stronger sense of place here in the Truckee Meadows by sharing your researched knowledge of flora and fauna located in these shared community spaces. You do not need to be a biologist to be a research volunteer, you just need enthusiasm about flora and fauna and a willingness to research, summarize, and cite sources!

Specific Responsibilities:

1. As a Parks Biodiversity Researcher, you will choose a plant or animal that interests you from our biodiversity [checklist](#) that has not been researched.
2. Use online resources, go to libraries, the university, etc. to compile the plant/animal's unique history/facts and identification tips (we can help point you in different directions to

Biodiversity Researcher Position Description

get started if you need help). Be wary of the sources you are using for this research. Only use reliable sources like the university, National Geographic, etc. (ask us if you are unsure of using a source).

3. Summarize the research that you have read in your own words as succinctly as possible and cite all the resources that you have used. Use the below format to summarize work:
Common Species Name (Scientific Name): (Be sure to include both).
ID Characteristics: Basic features of plant or animal to help someone with identification of that species in the field.
Fun Facts:
 - Around 3-5 fun facts per plant or animal species.**More information/References:** List here the resources where you found your information which can include videos, websites, and books where people can learn morel.
4. Keep track of all the hours that you volunteer and submit [this](#) google form at the end of each month with your totaled hours for that month (a reminder email will be sent at the beginning of each new month).
5. **Optional:** Travel to the park you researched and take photos of the park, it's amenities, and biodiversity.

Required Knowledge, Skills and Abilities:

- Ability to research, search, and think outside the box to find biodiversity information about the plants/animals in Truckee Meadows parks.
- Ability to summarize researched information in your own words.
- Ability to cite sources used in research collection.
- Computer and internet access to write up biodiversity descriptions and answer our check-in emails.

Support Provided:

- Volunteer Handbook – Policies and Procedures
- Orientation training and overview of the Parks Foundation with the Volunteer Coordinator and Parks Project Coordinator.
- Check-in emails and support available whenever you need extra guidance or have any questions.
- Review and feedback of your summarized work.
- Exit interview and feedback provided by request.

Additional Guidelines or Expectations:

Truckee Meadows Parks Foundation reserves the right to terminate any volunteer position for failing to meet pre-discussed roles and responsibilities.

Biodiversity Researcher Position Description

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Volunteer Name: First _____ Last _____

Email: _____ Phone: _____

Street: _____ City: _____ Zip Code: _____

Volunteer Signature _____ Date _____

Supervisor _____ Signature _____ Date _____