

# Alaska SeaLife Center

The Alaska SeaLife Center (ASLC) is currently sponsoring a volunteer program for individuals who are interested in gaining a volunteer experience in a world-class marine facility. The Alaska SeaLife Center is dedicated to understanding and maintaining the integrity of the marine ecosystem of Alaska. We achieve this mission through research, rehabilitation, conservation and public education. Our volunteers help to accomplish this mission.

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*Opportunities are available in the following areas:*

- Aquarium Husbandry
- Avian Husbandry
- Marine Mammal Husbandry
- Veterinary Services
- Interpretation
- Education
- Conservation (Grants)
- Harbor Seal Research
- Eider (sea duck) Research
- Chiswell Research – Steller Video Monitoring
- Exhibit Diver
- Front Desk/Receptionist

**For more information please contact:  
Human Resources Specialist  
Alaska SeaLife Center  
P.O. Box 1329  
Seward, Alaska 99664  
Email: [volunteer\\_intern@alaskasealife.org](mailto:volunteer_intern@alaskasealife.org)  
Phone: 1-800-224-2525 ext. 6307**



**Alaska SeaLife Center®**

*w i n d o w s   t o   t h e   s e a*

Enclosed you will find an application for the volunteer opportunities available through our world-class marine research, conservation, education & rehabilitation facility. Volunteers will have the opportunity to gain an incredible hands-on educational experience and to obtain career skills while establishing valuable professional contacts. Opportunities are available in the following areas:

**Education**

**Interpretation**

**Eider (sea duck) Research**

**Harbor Seal Research**

**Chiswell Research**

**Aquarium Husbandry**

**Avian Husbandry**

**Marine Mammal Husbandry**

**Veterinary Services**

**Conservation (Grants)**

**Front Desk**

**Exhibit Diver**

ASLC offers volunteer opportunities to individuals who are interested in gaining a volunteer experience in a world-class marine facility. These opportunities do require a minimum time commitment of three months.

To apply for the volunteer program, individuals need to submit a letter of interest, application, resume and preferences for volunteer activities form. Applicants wishing to apply for research and husbandry positions must provide proof of negative TB screening.

Application deadline dates and volunteer session dates are listed on the application form. There are limited amount of volunteer spaces available. Applications will be reviewed on a first come, first served basis. The application deadline dates listed below can be flexible.

Additional information about our facility as well as contacts and position openings are located on our web site at [www.alaskasealife.org](http://www.alaskasealife.org). If you have any further questions or concerns please feel free to contact Jenelle Gilding at 1800-224-2525 ext. 6307 or e-mail [volunteer\\_intern@alaskasealife.org](mailto:volunteer_intern@alaskasealife.org).



**Alaska SeaLife Center**  
*w i n d o w s   t o   t h e   s e a*

## Alaska SeaLife Center Volunteer Application

Please return application and a letter of interest to:

Alaska SeaLife Center  
 Human Resource Specialist  
 P.O. Box 1329  
 Seward, AK 99664

Email: [volunteer\\_intern@alaskasealife.org](mailto:volunteer_intern@alaskasealife.org)

Fax: 907-224-6320

**\*\*An opportunity may not be available at the time you apply. All applications will be kept on file for six months and you will be contacted if there is an opening in your area of interest. \*\***

| PERSONAL INFORMATION  |            |  |
|---|------------|--|
| Last Name   | First Name | Middle Name  |
| Street Address  |            | Telephone Number (Home)<br>(     )     -   |
| City  | State      | Zip Code   |
| Email Address   |            | <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone<br>(     )     - |
| Are you at least 18 years of age? <b>Teens:</b> Are you at least 16 years of age?   |            | Are you at least 14 years of age?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Have you applied at the Alaska SeaLife Center before?   |            |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |            | If yes, when:     /     /  |
| How were you referred to the Alaska SeaLife Center?   |            |  |
| <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Career Fair <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Other |            |  |
| Have you ever been convicted of a felony or misdemeanor? (A conviction will not necessarily bar acceptance into the program) If yes, please explain:  |            |  |
|   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| If accepted into the volunteer program, do you have reliable transportation?  |            |  |
|   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Is there any reason you would not be able to get to scheduled volunteer shifts?   |            |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |            | If yes, please explain:  |
| Do you have any medical, physical or other problems that could affect your performance?   |            |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |            | If yes, please explain:  |
| Do you have any family or friends who work at the Alaska SeaLife Center?  |            |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |            | If yes, state name and relationship:   |
| List any other names you have used or by which you are known:   |            |  |

| EDUCATION      |  |  |                 |
|----------------|--|--|-----------------|
| NAME OF SCHOOL | PRESENT GRADE  | DEGREE   | COURSE OF STUDY |
| High School    | <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 | <input type="checkbox"/> Diploma<br><input type="checkbox"/> GED   |                 |
| College        | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4    | <input type="checkbox"/> AA <input type="checkbox"/> BS <input type="checkbox"/> PhD<br><input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> Other |                 |
| Other          | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4    | <input type="checkbox"/> AA <input type="checkbox"/> BS <input type="checkbox"/> PhD<br><input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> Other |                 |

| EMPLOYMENT INFORMATION  |
|---|
| <input type="checkbox"/> EMPLOYED <input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> RETIRED <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER  |
| Employer  |
| Your Title  |
| Work Address  |
| City, State, Zip  |
| Work Phone  |
| Days Scheduled to Work: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday |
| Times Scheduled to Work:  |
| Do your shifts change on a regular basis?<br><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:   |

| CHECK ALL SKILLS IN WHICH YOU ARE PROFICIENT |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Accounting          | <input type="checkbox"/> Data Entry          | <input type="checkbox"/> Grant Writing       | <input type="checkbox"/> Research        |
| <input type="checkbox"/> Acting              | <input type="checkbox"/> Desktop Publishing  | <input type="checkbox"/> Graphic Design      | <input type="checkbox"/> Teaching        |
| <input type="checkbox"/> Administrative      | <input type="checkbox"/> Diving              | <input type="checkbox"/> Illustration        | <input type="checkbox"/> Web Design      |
| <input type="checkbox"/> Animal Care         | <input type="checkbox"/> Electrical          | <input type="checkbox"/> Information Systems | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> Audio Visual        | <input type="checkbox"/> Exhibit Development | <input type="checkbox"/> Photography         | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Bird Care           | <input type="checkbox"/> Fish Care           | <input type="checkbox"/> Public Relations    |  |
| <input type="checkbox"/> Carpentry           | <input type="checkbox"/> Front Desk          | <input type="checkbox"/> Public Speaking     |  |

| PLEASE LIST ANY SPECIALIZED TRAINING, CERTIFICATIONS, LICENSES, FOREIGN LANGUAGES, ETC |
|--|
|  |
|  |
|  |
|  |

| PLEASE LIST ANY EXTRA-CIRRICULAR ACTIVITIES, CLUBS, VOLUNTEER WORK, HOBBIES, ETC |
|--|
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**VOLUNTEER QUESTIONS**

**PLEASE CHECK THE DEPARTMENT(S) YOU ARE INTERESTED IN VOLUNTEERING FOR**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Aquarium Husbandry | <input type="checkbox"/> Veterinary Services               | <input type="checkbox"/> Education                 |
| <input type="checkbox"/> Avian Husbandry    | <input type="checkbox"/> Harbor Seal Research              | <input type="checkbox"/> Interpretation            |
| <input type="checkbox"/> Mammal Husbandry   | <input type="checkbox"/> Eider Research                    | <input type="checkbox"/> Front Desk/Administration |
| <input type="checkbox"/> Exhibit Diver      | <input type="checkbox"/> Steller sea lion Video Monitoring | <input type="checkbox"/> Grant Writing             |
| <input type="checkbox"/> Other              |  |  |

**TASKS YOU ARE INTERESTED IN CARRYING OUT AS A VOLUNTEER**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative Assistant           | <input type="checkbox"/> Lab Inventories             | <input type="checkbox"/> Leading Tours                   |
| <input type="checkbox"/> Answer Phones                      | <input type="checkbox"/> Lab Procedures              | <input type="checkbox"/> Interpreting Exhibits           |
| <input type="checkbox"/> Fundraising Events                 | <input type="checkbox"/> Data entry                  | <input type="checkbox"/> Developing Interpretative Talks |
| <input type="checkbox"/> Special Events                     | <input type="checkbox"/> Animal Food Prep & Cleaning | <input type="checkbox"/> Delivering Educational Programs |
| <input type="checkbox"/> Creating/Editing Newsletters       | <input type="checkbox"/> Grant Writing/Editing       | <input type="checkbox"/> Preparing Educational Programs  |
| <input type="checkbox"/> Collecting stories for publication | <input type="checkbox"/> Remote Video Monitoring     | <input type="checkbox"/> GIS                             |
| <input type="checkbox"/> Data Analysis                      | <input type="checkbox"/> Behavioral Observations     | <input type="checkbox"/> Information Systems             |
| <input type="checkbox"/> Exhibit Diving                     | <input type="checkbox"/> Other _____                 |  |

**AVAILABILITY**

| DATE YOU ARE ABLE TO START | LAST DAY OF SCHOOL | FIRST DAY OF SCHOOL |
|----------------------------|--------------------|---------------------|
| / /                        | / /                | / /                 |

**PLEASE INDICATE TIME AND DAY YOU ARE AVAILABLE TO VOLUNTEER**

**SUMMER SEASON: (MEMORIAL DAY WEEKEND TO LABOR DAY WEEKEND)**

| TIME                | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------------------|--------|---------|-----------|----------|--------|----------|--------|
| BEFORE 8:00 AM      |        |         |           |          |        |          |        |
| 8:00 AM – 10:00 AM  |        |         |           |          |        |          |        |
| 10:00 AM – 12:00 PM |        |         |           |          |        |          |        |
| 12:00 PM – 2:00 PM  |        |         |           |          |        |          |        |
| 2:00 PM – 4:00 PM   |        |         |           |          |        |          |        |
| 4:00 PM – 6:00 PM   |        |         |           |          |        |          |        |

**OFF SEASON: (LABOR DAY WEEKEND TO MEMORIAL DAY WEEKEND)**

| TIME                | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------------------|--------|---------|-----------|----------|--------|----------|--------|
| BEFORE 8:00 AM      |        |         |           |          |        |          |        |
| 8:00 AM – 10:00 AM  |        |         |           |          |        |          |        |
| 10:00 AM – 12:00 PM |        |         |           |          |        |          |        |
| 12:00 PM – 2:00 PM  |        |         |           |          |        |          |        |
| 2:00 PM – 4:00 PM   |        |         |           |          |        |          |        |
| 4:00 PM – 6:00 PM   |        |         |           |          |        |          |        |

|                  |
|------------------|
| <b>QUESTIONS</b> |
|------------------|

Why are you interested in volunteering at the Alaska SeaLife Center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you volunteered before?   Yes   No      Where? \_\_\_\_\_

How many months/years did you volunteer? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

What did you like most about volunteering? \_\_\_\_\_

\_\_\_\_\_

What did you like least about volunteering? \_\_\_\_\_

\_\_\_\_\_

What do you expect to gain from your commitment as a volunteer at the Alaska SeaLife Center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What qualities do you have that would make you a good candidate for our volunteer program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any previous work experience that may be relevant to the volunteer position(s) for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

What were your responsibilities? \_\_\_\_\_

\_\_\_\_\_

How many months/years did you work in that position? \_\_\_\_\_

|                                   |
|-----------------------------------|
| <b>FOR OUT OF TOWN APPLICANTS</b> |
|-----------------------------------|

|   |  |
|---|--|
| The Alaska SeaLife Center does not offer housing for volunteers. Are you prepared to provide your own housing accommodations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

|   |  |
|---|--|
| The Alaska SeaLife Center does not offer any other compensation (i.e. travel reimbursement, food stipend, etc). Are you prepared to cover all other expenses? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

**SIGNATURE OF APPLICANT**

I certify that the information I have entered on this form is true, accurate, and complete to the best of my knowledge. I authorize the Alaska SeaLife Center, or its authorized agents, to thoroughly investigate my references, work records, education, and other matters relating to my suitability for volunteering and further authorize my current and former employers to disclose all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the Alaska SeaLife Center, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I understand that if I conceal or enter false information on this form, my name may be removed from consideration and I may be removed from the Volunteer Program with the Alaska SeaLife Center; that the information in this application may be released by the Alaska SeaLife Center in accordance with applicable law, and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT OR GUARDIAN ACKNOWLEDGEMENT**

I have read and understand this application and I give my child permission to be a volunteer at the Alaska SeaLife Center. I accept full responsibility for my child's participation in the volunteer program. I consent to emergency medical attention in the event I cannot be reached.

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE BE SURE TO COMPLETE ALL GRAY SECTIONS FULLY. COMPLETED APPLICATIONS SHOULD BE FORWARDED TO THE HUMAN RESOURCE SPECIALIST AT THE LOCATIONS LISTED AT THE TOP OF THE FIRST PAGE.

QUESTIONS? CALL THE HUMAN RESOURCE SPECIALIST AT 1-800-224-2525 X6307.

THANK YOU FOR APPLYING TO VOLUNTEER AT THE ALASKA SEALIFE CENTER!

SOMEONE WILL CONTACT YOU SOON.

## Alaska SeaLife Center Volunteer Opportunity

### Aquarium Husbandry

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for volunteer opportunities in the Aquarium Department.

**Reports to:** Curator of Aquarium and/or Aquarists

**Available:** Year round. Must commit to 1-3 days a week.

**Details:** This position introduces basic animal husbandry techniques and aquarium exhibit preparation. Duties include assisting in the daily care and maintenance of the Center's fish and invertebrate collection. Candidate is responsible for assisting in the daily care and maintenance of the Center's fish and invertebrate collection, life support system service and exhibit development.

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Applicants must have the ability to understand and follow written and oral instruction, and have effective communication skills.
- Applicants should be agile with a good sense of balance in order to maneuver around the exhibits and holding areas.
- Must be able to lift 50 pounds.
- Applicants must possess the ability to adapt to an ever-changing work environment.
- Must be available to work weekends and holidays.
- Must be at least 16 years of age.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Duties May Include:**

- Assisting in the care of Alaska fishes, invertebrates and algae in exhibit settings and holding tanks.
- Routine cleaning of exhibits, food prep room and service areas.
- Food preparation and feeding specimens in the collection.
- Assisting the aquarium staff in collecting specimens in the field.
- Learning taxonomic identifications of marine specimens of plants and animals.
- Performs other duties relating to the Center's goals and mission statement as required.
- Interacting with visitors.

This is an unpaid position.

*The Alaska SeaLife Center is dedicated to understanding and maintaining the integrity of the marine ecosystem of Alaska. We achieve our mission through research, rehabilitation, conservation, and public education.*

## Alaska SeaLife Center Volunteer Opportunity

### Avian Husbandry

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for volunteer opportunities in the avian department.

**Reports to:** Senior Aviculturist and/or Aviculturists I & II

**Available:** Summer

**Details:** This opportunity provides an introduction to animal diet preparation and daily cleaning of exhibits and work areas.

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instruction.
- Must be agile with a good sense of balance in order to maneuver around the exhibits.
- Must be able to lift 50 pounds.
- Must be able to adapt to an ever-changing work environment.
- Must have effective communication skills, both oral and written.
- Must be able to perform physically challenging work in a variety of weather conditions.
- Must be able to commit to a consistent schedule.
- Must be at least 16 years of age.
- Animal care experience strongly encouraged.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Description (tasks may change depending on volunteer level):**

- Perform daily animal diet preparations.
- Assist in routine cleaning of animal exhibits, pools and staff work areas.
- Perform other duties relating to the Center's goals and mission statement as required.

This is an unpaid position.

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## Alaska SeaLife Center Volunteer Opportunity Marine Mammal Husbandry

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for volunteer opportunities in the mammal department.

**Reports to:** Senior Mammalogist and/or Mammal Curator

**Available:** Year round

**Details:** This opportunity provides an introduction to animal diet preparation and daily cleaning of exhibits and work areas.

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instruction.
- Must be agile with a good sense of balance in order to maneuver around the exhibits.
- Must be able to lift 50 pounds.
- Must be able to adapt to an ever-changing work environment.
- Must have effective communication skills, both oral and written.
- Must be able to perform physically challenging work in a variety of weather conditions.
- Must be able to commit to a consistent schedule.
- Must be at least 16 years of age.
- Must make a commitment of 3 or 6 months (extensions will be granted on a case-by-case basis).
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Description (tasks may change depending on volunteer level):**

- Perform daily animal diet preparations.
- Assist in routine cleaning of animal exhibits, pools and staff work areas.
- Perform other duties relating to the Center's goals and mission statement as required.

This is an unpaid position.

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## Alaska SeaLife Center Volunteer Opportunity

### Veterinary Services

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for opportunities in the veterinary services department.

**Reports to:** Veterinary staff

**Available:** Year round

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instructions.
- Must have effective communication skills.
- Must have basic word processing computer skills.
- Must be at least 16 years of age.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Duties May Include:**

The Veterinary Services department is looking for a volunteer who can volunteer one day a week to conduct inventories, cleaning of vet clinic areas, perform general administrative duties and perform other duties as necessary for the veterinary services department and fitting for the skills and training of the volunteer.

**Schedule:**

The opportunity for veterinary services volunteers is year-round. Volunteer schedules are individually designed based on Alaska SeaLife Center's needs and the volunteer's own schedule.

This is an unpaid position.

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## Alaska SeaLife Center Volunteer Opportunity

### Interpretation

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for volunteer opportunities in the education department.

**Reports to:** Interpretive Supervisor

**Available:** Year round

**Details:** The volunteer can expect to be teamed with the interpretive and education staff in interpreting exhibits housing live marine birds, mammals, fish and invertebrates. The volunteer will be responsible for presenting demonstrations and talks to the public, interacting with visitors at the Touch Tank and conducting behind-the-scenes tours. The volunteer may develop original interpretive programs, exhibit and/or curriculum design and construction and may have interaction with the husbandry and research personnel. Other duties may include developing exhibit labels, creating web pages, assisting in writing, editing and layout of volunteer newsletter, duration of natural history objects and video production and editing.

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Applicants must have the ability to understand and follow written and oral instruction, and have effective communication skills.
- Applicants must possess the ability to adapt to an ever-changing work environment.
- Public speaking skills are highly encouraged.
- Applicants must possess the ability to interact with visitors with a smile and pleasant attitude.
- Must be at least 16 years of age.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Duties May Include:**

- Interpreting exhibits housing live marine mammals, birds, fish and invertebrates.
- Designing programs for school children which will include the NPS Junior Ranger program on the Star of the Northwest tour boat.
- Conducting science education programs.
- Presenting daily demonstrations, talks, walks and/or tours to the public for both the ASLC and NPS relevant to the current research projects conducted at the Alaska SeaLife Center and in the Kenai Fjords National Park.
- Developing original interpretive programs and creating interpretive materials.
- Interacting with husbandry and research personnel
- Performs other duties relating to the ASLC and NPS goals and mission statements.

**This is an unpaid position.**

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## Alaska SeaLife Center Volunteer Opportunity Education Department

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets from individuals who have a desire to learn about and participate in educational activities and associated educational programs, special events and preparation of educational packets and programs.

**Reports to:** Education Specialist

**Available:** Summer

**Details:** The education volunteer may assist full-time staff in preparing and delivering educational programs offered at the Alaska SeaLife Center.

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instructions.
- Must have effective communication skills.
- Must have basic word processing computer skills.
- Creativity is very helpful!
- Must be at least 16 years of age.

**Description (tasks may change depending on volunteer level):**

For programs at the ASLC, the volunteer may assist with any or all of the following:

- Producing handouts/packets for school groups and/or teachers.
- Providing support for special events as scheduled: planning, preparing supplies, clean-up, etc.
- Creating props for educational programs (may include woodworking, word processing, sewing, or graphic design work depending on volunteer's skills).
- Gathering/preparing supplies for classroom programs.
- Assisting with teaching programs (depending on volunteer's interest and skills).
- Special projects dependent on volunteer's skills and interests.

**This is an unpaid position.**

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## Alaska SeaLife Center Volunteer Opportunity

### Marine Conservation (Grants)

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for a volunteer opportunity in Conservation.

**Reports to:** Lead for Conservation Initiatives

**Available:** Year round

**Details:** This volunteer position offers the experienced and passionate conservationist the opportunity to help describe, create and seek funding to push the ASLC marine Conservation initiative. It is a key opportunity designed to drive ASLC toward a focused and effective marine conservation program. The individual will identify scientific needs and sources of funding for implementing conservation actions.

**Requirements:**

- Must have an understanding of conservation including conservation principles and conservation organizations.
- Experienced grant writer and able to research and locate funding opportunities.
- Proactive in pursuing outcomes given basic direction.
- Effective communication skills, both oral and written.
- Detail oriented.
- Requires a sense of strategic opportunity and tactical execution.
- Must have a passion to help create the future.
- Make a commitment of 3 or 6 months (extensions will be granted on a case-by-case basis and opportunities for employment based on performance).

**Description (tasks may change depending on volunteer level):**

- Identify and organize files of all conservation organizations in Alaska as well as all marine conservation organizations including identifying their primary areas of focus.
- Recommend opportunities to ASLC that are unique or collaborative and associate a strategic direction with your recommendations.
- Research and identify grant funding opportunities that fit conservation opportunities for ASLC.
- Draft grant proposals targeting funding opportunities suited to ASLC opportunities.
- Perform other duties relating to the Center's goals and mission statement as required.

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## Alaska SeaLife Center Volunteer Opportunity Harbor Seal Research

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for opportunities in the research department.

**Reports to:** Harbor Seal Program Manager

**Available:** Summer

**Details:** This position provides an opportunity to participate in the processing of samples and data obtained through the video monitoring project and captive seals at the ASLC.

**Requirements:**

- Must attend Lab & Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instruction.
- Must be familiar with operation of computers and software including Word and Excel.
- Must be able to adapt to an ever-changing work environment.
- Must have effective communication skills, both oral and written.
- Must be able to commit to a consistent schedule.
- Must be at least 16 years of age.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Description (tasks may change depending on volunteer level):**

- Assist with operating and monitoring the remote video monitoring equipment.
- Assist with data entry in databases, and spreadsheets.
- Assist in data processing, and analysis.
- Assist in the preparation of reports and presentations.
- Assist with behavioral observations.
- Assist in the lab with sample collection, data recording, data entry and proofing,
- Assist with laboratory procedures when required.

This is an unpaid position.

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## Alaska SeaLife Center Volunteer Opportunity

### Eider (sea duck) Research

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets from individuals interested in learning about and participating in research relating to spectacled and Steller's eiders. Research activities could include various laboratory techniques related to eider health, biochemistry, and nutrition. Duties may include assisting with general laboratory tasks such as preparing, processing, organizing and labeling biological samples for several research projects associated with the Eider program at the SeaLife Center. This is a laboratory based volunteer opportunity.

**Reports to:** Eider Program Manager and Eider Research Coordinator

**Available:** Spring & Summer. Available Monday – Friday only.

**Requirements:**

- Applicants must have the ability to understand and follow written and oral instruction and have effective communication skills.
- Applicants must have close attention to detail, legible handwriting, and good organizational skills.
- Applicants must attend lab training and be comfortable with the use of animals for research purposes.
- Applicants must be able to work independently and effectively on assigned tasks and possess the ability to adapt to an ever-changing work environment.
- Must be at least 16 years of age.
- Must commit to a minimum of 2-3 hours per day and 4-6 hours per week.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required.

**Duties May Include:**

- Learning basic research techniques and use of scientific equipment
- Running blood serum samples for biochemistry analysis
- Serum protein electrophoresis
- Assisting with egg dissections
- Various routine laboratory tasks such as: labeling tubes, washing dishes, organizing samples or paperwork, data entry
- Assist eider research personnel, as assigned, with other ongoing research projects, including (but not limited to) health monitoring of captive eider flocks, processing of laboratory samples, special projects and independent research.

This is an unpaid position.

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## Alaska SeaLife Center Volunteer Opportunity Chiswell Research - Steller Video Monitoring

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets from individuals who have a desire to learn about and participate in animal related research activities and associated husbandry, data gathering and laboratory techniques

**Reports to:** Chiswell Project Manager and/or Research Technician

**Available:** Fall & Summer

**Details:** This job provides an opportunity to participate in the gathering and processing of data obtained through the video monitoring project at ASLC.

**Requirements:**

- Must attend a Lab & Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instruction.
- Must be familiar with operation of computers and software including Word, Excel, and Access.
- Must be able to work independently and as part of a team.
- Must have effective communication skills, both oral and written.
- Must be able to commit to a consistent schedule.
- Must be at least 16 years of age.
- Proof of current, within one year, Tuberculosis skin test and Tetanus booster, or physician's exemption is required if opportunities to participate in field research arise.

**Description (tasks may change depending on volunteer level):**

- Assist with operating and monitoring the remote video monitoring equipment.
- Assist with data entry and processing in databases, and spreadsheets.
- Assist in the preparation of reports and presentations.
- Assist with behavioral observations.
- Assist with laboratory or field studies when required.

**This is an unpaid position.**

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## Alaska SeaLife Center Volunteer Opportunity

### Exhibit Diver

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for volunteer opportunities in the dive department.

**Reports to:** Diving Safety Officer (DSO)

**Available:** Year round

**Details:** Provides an opportunity for volunteer divers to participate in habitat maintenance and training at the Alaska SeaLife Center. Volunteer divers will be selected through an interview process with final approval from the DSO.

**Requirements:**

- Must attend and complete Center and dive safety training prior to the first volunteer day.
- Must be able to understand and follow written and oral instruction.
- Must be agile with a good sense of balance in order to maneuver around the exhibits.
- Must be able to lift 50 pounds.
- Must be able to adapt to an ever-changing work environment.
- Must have effective communication skills, both oral and written.
- Must be able to perform physically challenging work in a variety of weather conditions.
- Must be able to commit to a consistent schedule.
- Must be at least 18 years of age.
- Must make a 12 month commitment and participate in two habitat maintenance/interpretive dives per month.
- Must pass a dive physical. The parameters of this physical are dictated by the Alaska SeaLife Center's Diving Safety Manual. The cost of the physical to be paid for by the volunteer.
- Must be certified by a nationally recognized scuba certification agency as a RESCUE diver or higher.
- Must have current certification in CPR, First Aid, and O<sub>2</sub> Administration.
- Must be able to pass an initial and annual swim and scuba skills evaluation as described in the Alaska SeaLife Center's Diving Safety Manual.
- Must agree to follow the procedures and guidelines of the Alaska SeaLife Center's Diving Safety Manual.
- Must promptly log all dives. A web interface is provided for this.
- Must have current Divers Alert Network insurance.
- Must supply personal dive equipment (cylinders of air and weight belts provided by the SeaLife Center). A full list of equipment needed can be obtained from the Human Resource Specialist.
- Must provide written documentation of equipment servicing from a qualified technician including at minimum:
  - yearly regulator servicing
  - yearly gauge or computer testing
  - yearly bcd and dry suit valve inspection/servicing

**Description (tasks may change depending on volunteer level):**

- Perform two habitat maintenance/interpretation dives per month.
- Assist in routine cleaning of the dive locker.
- Attend required quarterly diver safety meetings.
- Perform other duties relating to the Center's goals and mission statement as required.

This is an unpaid position.

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## Alaska SeaLife Center Volunteer Opportunity Front Desk/Receptionist

The Alaska SeaLife Center, a non-profit organization in Seward, Alaska, is accepting application packets for opportunities in administration.

**Reports to:** Human Resources Staff

**Available:** Year round

**Requirements:**

- Must attend Safety training prior to first volunteer day.
- Must be able to understand and follow written and oral instructions.
- Must have effective communication skills.
- Must have basic word processing computer skills.
- Must be at least 16 years of age.

**Duties May Include:**

The Alaska SeaLife center is looking for a volunteer one hour a day during full time receptionists lunch hour. This position will include answering phones, offering guest relations to visitors in the receptionist area and performing general administrative duties as necessary for the administration of the Alaska SeaLife Center. Duties will be assigned according to the training and skills of the volunteer. Further opportunities may be available when the full time receptionist takes vacation leave.

**Schedule:**

The opportunity for the front desk volunteer is year-round. Volunteer schedules are individually designed based on Alaska SeaLife Center's needs and the volunteer's own schedule.

This is an unpaid position.

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