

## TYLER ARBORETUM DOCENT VOLUNTEER JOB DESCRIPTION

**PURPOSE OF SERVICE:** To provide visitors with the following –

- Provide up to one and one half hour presentations/tours of Tyler to all audiences
- Know of Tyler's exhibits/structures/gardens/natural areas and be able to engage the public.
- Relate our mission and give examples of how visitors can engage with on-site displays

### **QUALIFICATIONS/SKILLS:**

1. Be able to engage visitors on tours and occasionally at events
2. Available to volunteer on scheduled days, plus certain Special Events/Tours which may be on weekends or weekdays/weeknights. Minimum commitment is eight hours per month.
3. Good health with ability to sit or stand as needed for up to two hours at one time.
4. Light duty in setting up or taking down the tent, table, chairs and displays when used.
5. Able to speak clearly in a friendly manner.
6. Beneficial: experience with guiding, love of outdoors and learning.
7. Must be people oriented and likes to engage diverse visitors including children accompanied by their parent/guardian.

**TYPICAL ASSIGNMENTS:** Provide engaging interpretation of Tyler Arboretum. This may include using props when appropriate. Keep records of questions asked by visitors.

### **EXPECTATIONS:**

1. Sign-up for work days using Sign Up Genius and report as scheduled. Notify the supervisor in advance if you are unable to keep your commitment, and delete your sign-up.
2. Dress for presenting to the general public: clothing should be without logo and be well kept. Tyler volunteer shirt and nametag are to be worn.
3. Attend training sessions and updates as scheduled. Keep up with all training materials and check email regularly.
4. Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Be sure to mention physical limitations and safety concerns.

### **TRAINING AND DEVELOPMENT:**

Training of new Docents will occur over about six weeks with both class instruction and on site tours at Tyler occurring once/week. The supervisor is responsible for your training and will orient volunteers to the subjects with assistance of others with expertise in specific areas and subjects. In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook. Volunteers are encouraged participate in informal learning sessions, field trips or collecting expeditions to enhance their experiences.

**DATE DRAFTED:** 01/4/17, 3/26/2020, 2/5/21, 1/21/22, 2/20/23