



## 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:**

- Be able to engage visitors on tours and occasionally at events
- 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 during the spring, summer and fall months with less hours in the winter.**
- Good health with the ability to sit or stand as needed for up to two hours at a time.
- Light duty in setting up or taking down the tent, table, chairs and displays when used.
- Able to speak clearly in a friendly manner.
- Beneficial: experience with guiding, love of outdoors and learning.
- Must be people-oriented and like 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.

**EXPECTATIONS:**

- Sign-up for workdays using SignUpGenius and report as scheduled. Notify the supervisor 24 hours in advance if you are unable to keep your commitment and delete your sign-up.
- Prepare for your tour by walking the tour route a day or two ahead to become aware of the conditions, plants and/or activities that may impact your tour.
- 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.
- Attend training sessions and updates as scheduled. Keep up with all training materials and check email regularly.
- 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. Additional training can occur throughout the year. This could be in person training at Tyler, or reading material provided to you.
- 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 to participate in informal learning sessions, field trips, or seed collecting expeditions to enhance their experiences.

**DATE DRAFTED:** 01/4/17, 3/26/2020, 2/5/21, 1/21/22, 2/20/23, 12/18/23