



Job Description

Job Title: Docent – Chinese Garden

Department: Education and Volunteers

Date: August 2007

Classification: Volunteer

Summary

The Chinese Garden Docent works under the direction of the Curator of the Chinese Garden, the Volunteer Programs Manager, and closely with other volunteers and pertinent botanical staff. The Chinese Garden Docent is an outgoing, people-focused individual primarily responsible for enhancing visitors' experiences in the Chinese Garden. Duties include answering questions about the garden during public hours, providing mini-tours and monitoring and facilitating the use of the garden.

Essential Functions

1. Greets and orients visitors in a courteous, prompt, and professional manner.
2. Enhances visitors' experience of the garden, including monitoring for safe use of facilities.
3. Assists in public programs.

Qualifications

1. Interest in visitor-centered education.
2. Professional attitude and appearance.
3. Ability to work both independently and within a team.
4. Strong communication skills.
5. Sensitivity to working with diverse audiences.
6. Commitment to volunteering in the Chinese Garden a minimum of eight hours per month.

Requirements

1. Completes all appropriate Chinese Garden Docent training.
2. Attends Chinese Garden Review meetings and workshops and other program meetings as necessary.
3. Participates in yearly Chinese Garden Docent re-certification.
4. Available for a minimum of eight hours per month during public hours, to answer questions about the garden or provide mini-tours. Hours are broken into 2 hour shifts. To fulfill the requirement, shifts may be completed in two four hour shifts or four two hour shifts per month.

Working Conditions

Volunteer will work in the Chinese Garden under year-round weather conditions. Will require standing for up to two hours at a time. Must be physically able to get around a 200-acre site.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of volunteers in this position.

Docent Signature

Date

Docent Name (please print)