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## Job Description

**Job Title:** Docent – Herb Garden

**Department:** Education

**Date:** November 2006

**Classification:** Volunteer

### ***Summary***

The Herb Garden Docent works under the direction of the Curator and Head Gardener of the Rose and Perennial Gardens, the Volunteer Programs Manager, the Chair of the Herb Garden Docent program and closely with other volunteers and botanical staff. The Herb Garden Docent is an outgoing, people-focused individual primarily responsible for enhancing visitors' experiences in the Herb Garden. Duties include answering questions about the garden during public hours, monitoring and facilitating use of the garden and creating and/or setting up monthly displays at the Herb Garden Information Table.

### ***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.
4. Works in partnership with the Herb Garden Chairman and docents to create monthly theme-based displays for the Herb Garden Information Table.
5. Under the supervision of the Head Gardener, contributes to the maintenance and upkeep of the Herb Garden.

### ***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 Herb Garden a minimum of eight hours per month for two years. Shifts are two hours and may be done in two- four hour shifts or four- two hour shifts.

### ***Requirements***

1. Completes all appropriate Herb Garden Docent training.
2. Attends Herb Garden Review meetings and workshops and other program meetings as necessary.
3. Participates in yearly Herb Garden Docent re-certification.

### ***Working Conditions***

Volunteer will work in the Herb Garden under year-round weather conditions. May require standing and walking 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.*

*I have read and understand the essential functions, qualifications, requirements and working conditions of the above Volunteer Job Description.*

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*Docent Signature*

*Date*

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*Docent Name (please print)*