



## JOB DESCRIPTION

JOB TITLE: Reading Plants School Program Docent  
DEPARTMENT: Education

DATE: February 2008  
CLASSIFICATION: Volunteer

### **SUMMARY**

Working under the guidance of the Botanical Educator, Volunteer Programs Manager, School Programs Coordinator and closely with other volunteers, the Reading Plants School Programs Docent is an outgoing, people-focused individual primarily responsible for facilitating students' discussion of plant adaptation as it relates to The Huntington Botanical Gardens.

### **ESSENTIAL FUNCTIONS**

1. Greets and orients students in a courteous, prompt, and professional manner.
2. Facilitates discussion among students.
3. Provides lessons which adhere to California State Standards when teaching students.

### **QUALIFICATIONS**

1. Interest in student-directed education is essential.
2. Professional attitude and appearance.
3. Ability to work both independently and within a team.
4. Strong communication and organizational skills.
5. Sensitivity to working with diverse audiences.

### **REQUIREMENTS**

1. Completes all appropriate position training.
2. Must demonstrate a proficiency in touring school children as determined by the Botanical Educator, Volunteer Programs Manager and School Programs Coordinator.
3. Attends yearly program reviews.
4. Participates in yearly re-certification.
5. Upon successful completion of training, must tour a minimum of two times per month for veteran docents and four times per month for new docents during The Huntington school year- October through May. This is a two year commitment.

### **WORKING CONDITIONS**

Volunteer will work in botanical gardens. Job requires standing and walking for up to two hours. The above statements are intended to describe the general nature and level of work 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.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature