



JOB DESCRIPTION

JOB TITLE: Seeds & Sprouts – School Programs Docent DATE: February 2008
DEPARTMENT: Education and Volunteers CLASSIFICATION: Volunteer

SUMMARY

Working under the Botanical Educator and the Volunteer Programs Manager, and closely with other volunteers, the School Programs Facilitator is an outgoing, people-focused individual primarily responsible for assisting with educational programs for school groups in the Teaching Greenhouse and the Children's Garden.

ESSENTIAL FUNCTIONS

1. Greets and orients school groups.
2. Facilitates educational programs for students in the Teaching Greenhouse.
3. Supports timely completion of stations.
4. Facilitates a guided experience for students in the Children's Garden.
5. Supports smooth transitions for student moving between Teaching Greenhouse and Children's Garden activities.
6. Contributes to maintenance and upkeep of educational stations.
7. Completes all appropriate position training.
8. 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. Tours are conducted Tuesdays at 10:00 am. Docents must be at The Huntington by 9:30 and plan to stay until noon.
9. Attends yearly program reviews and other program meetings as necessary.
10. Participates in yearly re-certification.

QUALIFICATIONS

1. Interest in visitor-directed education is essential.
2. Prior experience working with children is highly desirable.
3. Professional attitude and appearance are required.
4. Ability to work both independently and within a team is required.
5. Strong communication and organizational skills are required.
6. Sensitivity to working with diverse audiences is required.

WORKING CONDITIONS

Volunteer will work in greenhouse and garden conditions, which may include high heat, humidity and seasonal weather conditions. The job may require standing and walking for up to two hours at a time.

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

Name (please print)

Date

Signature