

2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Docent Tour Guide in Training** Positions Available: **8**
2. Time of year/months of the year this job holder will be actively engaged:
April through October
3. This job requires a **monthly** commitment: Tours of the garden occur on the **1st and 3rd Fridays, April-October, 11:00 a.m. – 12:00 p.m.**
4. Minimum number of hours per month we anticipate you will need to expend to complete the job: **2-3 hours**
5. The Arboretum staff members who will supervise your work:
Jesse Dahl and Molly Davis
6. The Arboretum volunteers who will supervise your training:
Mary Witt, Laura Ferrell, John Hartman, Marcia Farris and Sharon Sheahan
7. Job description:
Attend regularly scheduled tours in the gardens lead by Docent Tour Guides.

The job includes the following tasks:

- Must attend one tour per month, April through October
- Score a 95% or above on Docent Guide Test

Preferred traits and skills:

- Ability to interact with other volunteers and visitors in a professional manner
- Past experience working in gardens in preferred
- Familiarity with Arboretum Gardens
- Public speaking experience is preferred