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