

POSITION DESCRIPTION

Position Title: Docent

Department: Public Programs

POSITION SUMMARY: Docents use an informal and conversational approach with Academy visitors to facilitate learning, inspire curiosity and foster an interest in continued discovery. They share their excitement and passion for scientific learning and stewardship of our natural environment. Docents are trained in theory and best practices of informal engagement, taught basic scientific principles, and receive training in one of the following specialty areas: As the World Evolves, Easy Being Green, Water is Life, or Let's Get Physical. All docents are trained to engage guests in the Discovery Tidepool, the Living Roof, and Research and Collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Engage Academy guests using professional, interactive engagement techniques
- Provide accurate scientific information
- Express enthusiasm and passion for the Academy mission, natural sciences, and public speaking
- Commit to three 3.5 hour shifts a month for a year, attending initial training and on-going training sessions throughout the year

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The ideal candidate will possess a combination of the following education and/or equivalent experience:

- Must be at least 18 years or older and have completed high school
- Working with the public, teaching, hosting and sales experience or skills are helpful.

KNOWLEDGE, SKILLS AND ABILITIES:

- A belief in the Academy's mission to explore, explain, and sustain life
- A strong desire to inspire guests of all ages to take an active interest in the natural world
- A strong interest in the natural sciences and Academy exhibits specifically
- Ability to interact in a professional way with a wide variety of people, including guests, staff, and volunteers; displays excellent interpersonal skills
- Have a positive and cooperative attitude; work well, respectfully, and collaboratively with others
- Ability to meet all time requirements, including shifts per month, duration of service, and initial and on-going training and education

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. The position also demands walking on concrete floors, climbing stairs, tolerating high levels of noise, extensive public speaking in noisy environments, and tolerance of the 54°F tide pool water. Must be able to lift 25lbs. Must be able to perform repetitive motions 50% of the time.

The California Academy of Sciences is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

The California Academy of Sciences is a non-smoking facility. Smoking is also prohibited in Golden Gate Park.