



## VOLUNTEER POSITION DESCRIPTION

**Title:** Volunteer Docent, with a focus on the Living Roof, Rainforest, and parts of the Aquarium

**Date Prepared:** August 5, 2016

**Prepared by:** Volunteer Services and the Docent Program

**Position Description:** Docents support the California Academy of Sciences through informal and interactive educational engagement with guests that inspire curiosity, learning, and action based on scientific knowledge. These engagements, such as conversations and hands-on experiences, educate and excite guests by using authentic scientific information that is consistent with the Academy's mission: to Explore, Explain, and Sustain Life.

Docents are taught the best practices of informal engagement, fundamental scientific principles, and Academy initiatives. They are professional, accurate, and enthusiastic in their interactions. For this recruitment class, the volunteer docents will be trained in a specialty area called *Easy Being Green*, meaning they will spend a fair amount of their time engaging with visitors on the Living Roof, in the Rainforest, and in parts of the Aquarium.

**Time Commitment:** The initial, minimum requirement of docent service to the Academy is six months. The expectation during that time is that the docent will work three shifts (10.5 hours) per month, for a minimum of 63 service hours. This docent recruitment class will attend five training classes; dates and times are provided below.

EASY BEING GREEN TRAINING SCHEDULE			
Day	Date	Start	End
Saturday	October 8	8:30 a.m.	4:00 p.m.
Saturday	October 15	8:30 a.m.	3:00 p.m.
Tuesday	October 18	6:00 p.m.	9:00 p.m.
Monday	October 24	6:00 p.m.	9:00 p.m.
Tuesday	November 1	6:00 p.m.	9:00 p.m.

**Applicant Requisites:** Candidates must satisfy the following requirements for consideration:

- At least 18 years of age with a high school diploma or equivalency
- Interest in the natural sciences and the Academy's exhibits specifically
- A strong desire to inspire guests of all ages to take an interest in the natural world
- Able to interact professionally with many people, including guests, staff, and other volunteers; effective public speaking and written correspondence skills (including access to email)
- A positive, cooperative, and respectful attitude
- Able to meet all time requirements, including shifts per month, duration of service, and all trainings
- Able to read and interpret documents such as safety rules, operating / maintenance instructions, and procedure manuals, including materials posted online

**Physical Demands:** While performing the duties of this position, the volunteer docent is frequently required to stand, sit, reach with arms and hands, talk and listen. The position also demands walking on concrete floors, climbing stairs, tolerating high noise levels, extensive public speaking in noisy settings, and tolerance of the 54°F Tidepool water in contact with the hands. Docent volunteers must be able to lift 25 pounds and perform repetitive motions 50% of the time.

The physical demands described above must be met by a volunteer docent to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.**