



Docent Volunteer Job Description

SUMMARY DESCRIPTION

Docents assist with program set-up and clean-up for on-site and off-site programs including classroom programs, private programs, Avian Experiences and recurring off-site programs. This includes greeting participants, directing them to parking and program spaces as needed, checking in participants, introducing them to TRC and our work, assisting TRC staff with set-up and clean-up, assisting with activities as needed, and maintaining an eye for safety for birds. Volunteers will work closely with the public including kids, interns, staff and other volunteers.

On-site Docent: Assists with programs on-site within the Hardeman Barn, the Solar Pavilion, or in the learning lab. This volunteer may also assist with using Square for Nature Shop sales.

Off-site Docent: Assists with programs off-site such as community events, classroom visits, private programs and resorts.

TIME COMMITMENT

The Docent Shift varies based on scheduled programming. Depending on the program, shifts will last at minimum 3 hours based on program location. If there are no program attendants signed up, we will have special projects for the volunteers. Any changes will be communicated by the Volunteer Coordinator.

PROGRESSION

Volunteers can move between the Docent shifts, but would not expect to handle birds on the glove for programming.

JOB DUTIES

- Comply with all state and federal wildlife regulations and TRC permitting
- Assist staff, interns, and other volunteers with set up and clean up of program space
- Greet visitors and program participants
- Provide program participants with information about TRC and our work
- Guide participants to parking and program spaces as needed
- Check-in participants through FareHarbor
- Assist in the nature shop with sales, product questions, and restocking
- Aid in special projects
- Other duties as assigned



QUALIFICATIONS & SKILLS

- Duties may require bending, kneeling, twisting, lifting and/or standing for long periods of time*
- Ability to follow a checklist for safety and efficiency
- Eagerness to learn
- Willingness to clean
- Positive attitude
- Enthusiasm for TRC's work
- Exceptional attention to detail

*Physical limitations might make completing all the duties assigned in this job description challenging. TRC staff will discuss options to adjust or modify some of the requirements for volunteers who may have special physical requirements.

EXPECTATIONS

- If you cannot make a shift, YOU are responsible for removing yourself from the shift. If it is within 24 hours of the scheduled shift, you MUST reach out to the Volunteer Coordinator or Avian Care team staff to let someone know you are unable to come in for your shift. You can call or text our mainline (307-203-2551) to alert staff you will not be in for your shift.
- Commit to the duration of your shift. If you need to leave early for any reason, please let the Volunteer Coordinator know at least 24 hours ahead of time. You can either email volunteers@tetonraptorcenter.org or call 307-203-2551 ext. 705.
- MUST attend at least **2 Docent trainings** (one in the spring and one in the fall).