



## Volunteer Docent Job Description

Docents help educate the public and enhance the visitor experience by leading groups of 12 or less on 45 minute walking tours focusing on Greenwood's history, conservation, horticulture and stewardship. Qualified applicants attend a day of training and work with a mentor until they are ready to lead tours on their own. Tours are scheduled on Sundays at 11:00 a.m. and 1:00 p.m. throughout the open season, and on weekdays by appointment in the spring and fall.

### Requirements

- \* Friendly, outgoing, courteous individuals who enjoy working with the public
- \* Prompt and reliable
- \* Desire to learn more about the history of Greenwood
- \* Desire to learn more about programs and membership and enthusiasm to share with others
- \* Desire to familiarize oneself with plant names and recognition
- \* Enthusiastic to participate in training and group meetings
- \* Excellent communication and interpersonal skills
- \* Willingness to interact with all persons regardless of age
- \* Able to walk safely throughout the Gardens with stairs and inclines while leading group tours
- \* Attend training seminar at Greenwood Gardens
- \* Commit to volunteering

### Responsibilities

- \* Act as a representative of Greenwood Gardens
- \* Arrive at least 15 minutes prior to scheduled tour for preparation
- \* Docents asked to lead at least 5 tours within a year
- \* Greet and educate the public; assist guests with orientation to the Gardens
- \* Wear the appropriate docent uniform (shirt provided)
- \* Arrange for alternate docent if you cannot attend
- \* Engage tour groups and keep tour on schedule
- \* Know the emergency procedures
- \* Respond to and assist visitors in emergency situations
- \* Encourage visitors to consider membership and promote program attendance
- \* Assist with refreshments for groups and visitors
- \* Assist during events and high visitation days
- \* Attend volunteer functions and meetings

### To Apply

Complete the Volunteer Application form and send to:  
Stephanie Murphy, Manager, Programs and Public Engagement  
Greenwood Gardens  
274 Old Short Hills Road  
Short Hills, New Jersey 07078  
Or email: [SMurphy@greenwoodgardens.org](mailto:SMurphy@greenwoodgardens.org)