

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE: Trail Docent

DIRECT SUPPORTS: Visitor & Security Specialist and Museum Staff

DEPARTMENT: Visitor Services

DIRECTLY SUPPORTS: Museum Visitors

JOB SUMMARY

The Trail Docent is responsible for making rounds inside the Museum and the outside trails while engaging visitors, answering questions, and notifying Museum staff of any safety and security concerns.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

90%	Engaging Visitors <ul style="list-style-type: none">• Walk outside trails and inside exhibits engaging visitors and answering questions• Provide directions to exhibits, restrooms, café, store, snack areas, etc
5%	Alerting Staff of Safety and Security Concerns <ul style="list-style-type: none">• Carry a charged radio to communicate any safety and security issues to staff• Radio Facilities or Central Service of any spills, hazards, etc• Use proper radio procedures
5%	Additional Duties <ul style="list-style-type: none">• Contribute to and support the Museum's DEAI initiatives• Contribute to and support the Museum's AZA Accreditation• Assist with museum-wide events, such as Free Days, fundraising gala, etc.• Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none">• Complete Volunteer Orientation• Pass a background check
EXPERIENCE	<ul style="list-style-type: none">• Experience engaging the public is helpful but not required
PHYSICAL ELEMENTS	<ul style="list-style-type: none">• Requires walking
EQUIPMENT USE	<ul style="list-style-type: none">• Radio use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Volunteer Name

Signature

Date