



Volunteer Job Description

Title: Columbia Springs Docent Volunteer

Nature of Position: As a Columbia Springs Docent volunteer, you will serve as an onsite organizational ambassador. You will directly share the work, resources, history, and mission of Columbia Springs with our visitors through guided tours and interpretive displays and activities. Docents serve on the front lines and act as the face of Columbia Springs to a diverse array of daily guests. Often times, visitors will interact with docents exclusively (rather than staff), making you an extremely valuable part of our team.

Commitment: Each year, docents are required to lead two guided walks (first and third Wednesday evenings of the month from 530-630pm), and staff one, 3 hour shift per month (April – September) on a Saturday or Sunday in various onsite “hot-spots.” The total volunteer commitment ends up being about 20-25 hours per year (but you’re always welcome to do more!). You will be provided with opportunities for enrichment and continuing education through events planned by Columbia Springs’ Volunteer Manager. You are also encouraged to seek outside opportunities for education.

Training: Docents are required to attend a free eight week training. Training will address interpretation techniques and resources, volunteer safety and expectations, and plenty of specific details about Columbia Springs (like history, flora and fauna, hatchery operations, and other topics).

Volunteer Responsibilities:

- Educate guests on topics such as fisheries, native plants and wildlife, water quality, or natural history through guided walks and interpretive displays and activities.
- Assist with Columbia Springs community events and school field trips.
- Help visitors and answer questions.
- Promote the mission of Columbia Springs and enhance visitors’ experience.
- Work with the Volunteer Manager to develop curriculum for guided walks and activities.
- Participate in opportunities for continuing education.

Qualifications:

1. Available for all training sessions and fulfillment of volunteer service hours.
2. Public speaking skills, including the ability to stand, sit and speak for up to 3 hours with reasonable accommodation.
3. Enthusiasm for educating people and connecting them with nature.
4. Ability to work and communicate effectively and respectfully with others.
5. Willingness to follow program policies and recommended procedures.

Rewards: At Columbia Springs, we believe that the volunteer experience should be equally beneficial to the non-profit and to the volunteer. As a Docent, you will have the opportunity to attend exclusive workshops, tours, and events catered specifically to your interests. You will also receive program apparel including a t-shirt, vest, and nametag. All your hard work deserves to be recognized! We host multiple recognition events (food, gifts, and prizes always included!) throughout the year as our way to say thank you for all you do. These are great opportunities to just relax and spend time with your friends.