



## Tour Guide Docent



**Division Assignment:** Public Programs

**Reports to:**

- Maura Nelson, Volunteer Coordinator

**Purpose:**

To support the USBG mission of demonstrating the aesthetic, cultural, economic, ecological and therapeutic importance of plants to the well-being of humankind through guided tours of the Conservatory and National Garden as well as informal encounters throughout the Garden.

**Primary Responsibilities:**

- Create a welcoming atmosphere for visitor interactions and questions.
- Effectively and accurately communicate information about the USBG's mission, history and living plant collections.
- Successfully facilitate highlight tours of the Garden (45 minutes to 1 hour in length).

**Qualifications:**

- Interest in serving the general public
- Comfort with interacting with a variety of audiences
- Ability to be courteous, respectful and patient with visitors
- Good oral communication skills
- Cooperative nature, including the ability to accept instruction and correction
- Ability to adapt quickly to changing circumstances
- Professional manner and appearance

**Training Provided:**

**\*\*2013 docent training begins Thursday evening, February 28 and will run twice a week for 10 weeks on Tuesday and Thursday evenings from 6:30-8:00pm. Wednesday make-up evenings possible based on USBG special events calendar.\*\***

- Successful completion of required docent training (includes attendance, advanced reading, take-home & in-class assignments/activities, practical experience)
- Access to interpretive training materials and USBG other references
- Access to USBG public programs and horticulture staff for additional support
- Shadowing current docents

**Time Commitment:**

- Commitment to facilitating **at least 2** walk-up tours per month
- Weekdays preferred, weekend shifts available
- Flexible scheduling based on volunteer's availability
- Willingness to take on reserved tour requests (Volunteer is asked about availability approximately 3-4 weeks in advance of any specific tour request)

**Benefits:**

- Invaluable museum and customer service experience
- Opportunities to participate in continuing education at the Garden
- Participation in horticulture in-service training programs offered to volunteers in the Washington, D.C., area
- Participation in USBG public programs for free or at reduced rates on a space-available basis
- Participation in USBG-sponsored volunteer appreciation events
- USBG Volunteer name tag and shirt
- USBG Volunteer newsletter

**Application:**

There are two formats available to submit an application. Either must be completed and accompanied by any necessary supporting documentation.

[Microsoft Word Volunteer Application](#)

[Adobe Acrobat fillable PDF Volunteer Application](#)

**Submission:**

Once complete, you may either [email](#) your application and any supporting documentation as electronic attachments or send hard copies to the following

United States Botanic Garden

Attn: Volunteer Coordinator

245 First Street

Washington, DC 20024-3201

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