

BEZAK ENVIRONMENTAL EDUCATION CENTER

VOLUNTEER POSITION DESCRIPTION

TITLE FOR POSITION: Beczak Docent

POSITION REPORTS TO: Executive Director and Director of Education

VALUE OF THIS VOLUNTEER POSITION: Beczak Environmental Education Center strives to be open and welcoming to the public. For this reason Beczak would like to start having regular open hours for people to visit the center. These hours will be kept free of group educational programs so that the public would be able to walk around the exhibits and the visit the park freely. Having docents available to interact with the public is a key component in making this plan into a reality.

JOB ACTIVITIES AND RESPONSIBILITIES:

- 1) Attend at least one 2 hour docent training session every six months.
- 2) Greet visitors to the Beczak Environmental Education Center.
- 3) Inform visitors that Beczak Environmental Education Center has exhibits indoors and is located on a county park on the Hudson. Encourage visitors to look around inside and to spend time in the park.
- 4) Answer any questions about the exhibits, the Hudson River, or the organization to the best of your knowledge. Anything that the volunteer is not familiar with can be referred to a staff member if one is available.
- 5) Meet specific requests from visitors. For example, show visitors around the library, provide craft materials for young children, or engage visitors in activities developed by the education staff.
- 6) Docents will have opportunities to create some of their own activities in conjunctions with the Education Department, e.g., a craft for visiting children or to develop and lead a story book time.

TIMEFRAME:

DURATION OF THIS COMMITMENT: Minimum 6 month commitment

FREQUENCY OF ACTIVITY: 1-4 times a month

EXPECTED TIME ON DAY OF ACTIVITY: 2-4 hours per visit

QUALIFICATIONS SOUGHT:

- 1) Self-motivated. Ability to determine what needs to be done and do it without direction.
- 2) Ability to work effectively with others in a team environment in a small organization.
- 3) Excellent organizational skills.
- 4) Enthusiastic about BEEC and its mission.
- 5) Professional demeanor and good customer service skills.