



Sanctuary Exploration Center Docent Job Description

Position: Exploration Center Docent

Supervisor: Sanctuary Exploration Center Education Specialist

Location: Monterey Bay Sanctuary Exploration Center, 35 Pacific Ave, Santa Cruz, CA. 95060

Qualifications:

- An interest in the natural world, teaching, and enthusiasm for the environment
- Enjoy interacting with the public and being a proactive member of a team, including being dependable and responsible
- Extensive prior knowledge of marine biology and oceanography is not necessary, but must be willing to spend time and expend the effort necessary to learn the appropriate material
- Physically able to lead tours and interpret exhibits (indoors) for four hour shifts

Essential Duties: Volunteer duties include interpreting exhibits at the Sanctuary Exploration Center, leading group tours and school groups, directing the public to nearby points of interest, staffing the information table, supporting partner agencies and organizations, assisting with community events, conducting regular exhibit upkeep and assisting with program development. Docents are required to provide excellent customer service to visitors and/or callers. Docents will also provide support to the general operations of the Sanctuary Exploration Center, including maintaining the safety and sanitation of the facility.

Requirements: Volunteers are representatives of NOAA's Monterey Bay National Marine Sanctuary and must maintain a professional appearance and demeanor at all times. Other requirements include:

- Minimum 16 years of age
- Communicate via email
- Receive and follow directions from the Sanctuary Education Specialist
- Work four 4-hour shifts monthly
- Be able to lift up to 15 pounds
- Use stairs or elevator
- Sit and work at a desk setting for up to four hours
- Learn and follow safety and emergency procedures
- Volunteers may be asked to assist with tours, visiting school groups, exhibit and program development, and public events

Training: Sanctuary staff provide approximately 35 hours of training over a five week period covering topics related to the knowledge needed to be an effective docent within the Exploration Center. Continuing training and hands on experience will be available to docents through enrichments classes.

Commitment: After completing the volunteer training course, volunteers are required to commit to four (4) four-hour shifts per month. Shifts are projected to be from 9:45-1:45 and 1:30-5:30 on Wednesdays through Sundays.

Dress Code: Dark slacks, khaki or jeans and sanctuary logo polo shirt.

Benefits: Gain knowledge about marine biology and oceanography and an education on the various exhibits; discount prices in the gift shop; invitations to special events; and volunteer appreciation programs.



Sanctuary Exploration Center Volunteer Application Form

APPLICANT INFORMATION

Name

Address

Phone

Email

BACKGROUND INFORMATION

Why do you want to become a Sanctuary Exploration Center Volunteer?

What qualities do you feel make a good volunteer?

Please describe any special interest, education and /or employment background that relate to this volunteer position.

Do you currently or have you previously volunteer for other groups? Yes No

If yes please describe:

How did you find about out about the Sanctuary Exploration Center volunteer program?

The Sanctuary Exploration Center is open Wednesday – Sunday from 10:00 a.m. – 5:00 p.m.

What days and times (morning or afternoon) are you most available to volunteer at the Center?

I hereby certify that all statements made on this application are true and complete.

Signature

Date
