

**Tilden Nature Area**  
**Docent Position Description**

**GENERAL FUNCTION**

Under the supervision of the Naturalist/Docent Coordinator, Docents represent the East Bay Regional Park District (EBRPD) and Tilden Nature Area in educating the public and assisting with resource management programs. Docents support the naturalist staff in conducting interpretive programs, serving school groups and the general public in the fields of environmental education, interpretation, natural and cultural history, and conservation.

**ESSENTIAL FUNCTIONS**

Assists the interpretive staff in creating, planning and conducting educational and resource management programs within District parks. Under supervision, may conduct or assist with a wide variety of programs at a visitor center or surrounding parklands, including special events, school programs, hikes, campfires, farming, and gardening.

**OTHER FUNCTIONS AND DUTIES**

Docents will attend additional trainings and enrichment activities as required, perform administrative tasks, and related duties as assigned. Docents may perform basic receptionist duties such as greeting the public and otherwise assisting visitors.

**MINIMUM QUALIFICATIONS/REQUIREMENTS**

Under supervision of the Naturalist/Volunteer Coordinator, Tilden Nature Area Docents will attend a training course and present an interpretive program in order to graduate. After graduation, Docents must successfully pass a 6-month probationary period and subsequent evaluation and be willing to commit to working at least 4 hours per month. Experience teaching or working with the public is not necessary.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to establish and maintain positive, cooperative working relationships with EBRPD staff and fellow docents, with a focus on providing quality service to a culturally diverse general public of all ages.

**SPECIAL CONDITIONS OF VOLUNTEERING**

California state law requires all docents working with children be fingerprinted. Fingerprinting services will be provided at no cost to Volunteers.

Docents are required to wear prescribed identifying attire (patch, vest, and/or hat), to be provided. Docents may be required to work in a variety of environments and weather conditions and may handle live animals and animal remains.

**REPORTS TO:**

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