

**Position Title:**

- Docent

**Mission & Purpose:**

- The mission of Paul J. Ciener Botanical Garden (PJCBG) is *"A place of unique beauty seeking to inspire, enlighten and connect people of all ages to the world of plants, gardening and horticulture."*
- The Docent is an integral member of the team at PJCBG, providing educational services and leading guided tours of the garden to scheduled groups including elementary school students, senior citizens, garden clubs, and more. They work closely with PJCBG staff to represent the Garden and establish a welcoming and educational experience for a diverse audience

**Responsibilities / Specific Duties:**

- Greet visitors and welcome them to PJCBG.
- Lead tours for which you are trained.
- Lead garden tours approximately 1 hour in length for audiences of diverse backgrounds which may include school-age children, teenagers, seniors, garden enthusiasts, and visitors with special needs.
- Be aware and keep informed about what's blooming in the garden, upcoming programs, and changes to garden spaces.
- Ensure guided tours are delivered in a timely manner.
- Represent PJCBG in a professional and courteous manner.

**Qualifications:**

- Interest in working with people
- Comfortable speaking in front of groups
- Desire to learn about plants and gardening, and share their knowledge
- Reliable and punctual
- Flexibility, enthusiasm
- 18+

**Time Commitment:**

- Guided tours are scheduled during the months of March – October between the hours of 10am-3pm.
- Docents are expected to volunteer for at least a year after they complete training

**Location / Working Conditions:**

- Tours are conducted outside
- Physically able to lead tours around the garden
- Must be able to walk on uneven surfaces

**Training & Support:**

- Volunteer orientation

- Docent training and handbook
- Follow and observe at least 2 different tour guides
- Volunteer manual

**Benefits:**

- Expand gardening knowledge and learn new concepts and ideas from passionate people who love to share their experience and expertise.
- Be a part of a community, local to Kernersville and the triad, which is passionate about gardening.
- Meet people of all ages and backgrounds who visit the Garden.
- Volunteer appreciation events

**Supervisor & Contact Info:**

- Devin Popenfuss, Garden Curator – [dpopenfuss@toknc.com](mailto:dpopenfuss@toknc.com)

**Application / Screening Procedures:**

- Complete and submit volunteer application
- Initial phone call/meeting with staff member to learn more about position and PJCBG volunteer program
- Applicants will interview prior to acceptance into docent training
- Background check and drug screening required