



**sacramento valley  
conservancy**

*open space. for all.*

# Docent

## Job Description

### Background

The Sacramento Valley Conservancy was established in 1990--the first local land trust in Sacramento County, CA. The Conservancy preserves open space for agricultural, scenic, recreational and habitat purposes. The organization has protected over 17,000 acres of land including regional trail systems, vernal pool preserves & oak woodlands.

### Responsibilities

The Docent assists the SVC On-Site Staff and Program Assistant with public outing events and other miscellaneous events throughout the year. (See below for details.) The Docent escorts birders, hikers, equestrian riders and mountain bikers when visiting the properties at monthly public events or private outings. A Docent must gain familiarity with the SVC organization, (attend one training) risk management (attend one training) and the property itself, when escorting guest on the property. Docents will attend and work at least two outings per year. Docents also need to be able to welcome guests and enough knowledge (after training) to answer basic guest questions about animals, plants, insects, flowers, geology and history of the property. Docents need to be able to hike/ride/bike while escorting guests or to provide other required guest services, at the beginning or exit of the events. Docents will report after an outing to the SVC On-Site Staff or the Program Assistant. In the absence of SVC Staff, report to the Lead Docent for that outing. The Docent assists SVC staff with Service Days at Camp Pollock and other events throughout the year. The Docents supervise and train s with task on the Camp Pollock property. All employees and volunteers at the Conservancy ultimately report to the Executive Director.

#### I. PUBLIC OUTING CHECK-IN DUTIES (10% of time)

- Direct guests to parking at corral area
- Assist with collecting signed liability forms
- Staff the maps in the kiosk and answer questions about SVC and the property
- Assist guests with name tags

#### II. PUBLIC EVENTS (85% of time)

- Assist Lead Docent in a sweep role on outings
- Count guests in outing group, ensuring no one is lost
- Return with guest to car, if guest is unable to continue with a scheduled outing in progress.

### III. RECAP OUTING (with SVC Staff at Event 5% of time)

- Provide exit information about SVC to guests (hand out newsletters)
- Offer feedback to what worked and what did not work on the outing to Lead Docent or SVC Staff
- Report any incidents that occurred on the outing, esp. rules broken or injuries to Lead Docent or SVC Staff

### Qualifications

- (Hike Docents) Must be able to hike 4-6 miles in a 4-hour time frame on uneven terrain and hills while carrying a backpack or hip pack with emergency first aid supplies and water (about 5-10 pounds).
- (Equestrian Docents) Must be able to control your horse amid other horses, open & secure cattle gates, mount and dismount your horse in order to assist a guest rider for a 3-hour time frame.
- (Mt Bike Docent) Must be able to assist guests on a mountain bike at least 8-11 mile of hilly ranch roads and intermediate single track trails in a 2-hour time frame, climbing 750-1000 feet or more.
- Must be able to assist potential emergency response coordination while hiking, by horseback or on mountain bike as appropriate, provide your own cell phone and have the ability to operate it.
- Guest service experience working with the general public
- Ability to provide a welcoming and safe experience for guests
- Ability to work among people of diverse backgrounds
- A genuine interest and enthusiasm for private voluntary land conservation - See [www.sacramentovalleyconservancy.org](http://www.sacramentovalleyconservancy.org)
- Willingness to work on weekends or as needed for special group scheduled weekday outings

### Bonus Qualifications (Not required, but helpful)

Experience with rural property maintenance

- Experience leading overnight or day trips with youth in the outdoors
- Valid driver's license.
- Leadership experience to inspire fellow docents and guests as a future Lead Docent
- Public speaking experience
- Education experience with adults or youth, especially on natural resources

### Time Commitment

Minimum 4 outings (Annual Docent training, Risk Management training & serve as a docent at 2 public outings) at 5 hours per event = 20 hours a season, minimum

### Compensation

This is a position. You will help create a legacy for future generations of the Sacramento Region by helping to educate the general public about SVC, and our mission of voluntary land conservation and nonprofit open space land management providing open space for all of us.