



# Lead Docent

## Job Description

### Background

The Sacramento Valley Conservancy (the 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 and Camp Pollock. The Conservancy is governed by 10 Board Members, 3 Trustee Emeritus, 11 part-time staff and various consultants.

### Responsibilities

The Lead Docent assists SVC staff with public outing events at Deer Creek Hills and/or Camp Pollock each month and other miscellaneous events throughout the year. The Lead Docent leads hikers, equestrians and/or mountain bike riders when visiting the public events. The Lead Docent must have full knowledge of SVC and the property(s) trail system. Lead Docents will a.) mentor docents with risk management training (usually 2 training dates per year offered) and b.) attend and work at least two outings per year. Lead Docents to possess experience and comfort with public speaking, presenting/outlining public event (type of outing, distance, time...), review outing rules, and educating visitors about animals, plants, insects, flowers, geology and history of the properties. In preparation of an outing, the lead docent should scout and select a known route, thus ensuring a safe and enjoyable experience of hiking, riding or mountain biking guests. Anticipated avoiding hazardous scenarios and fully understanding established risk management protocol with SVC Staff, is essential as a Lead Docent. Lead Docent must have the ability to hike/ride/bike while escorting guests or to provide other required guest services at the beginning or exit of the events, and direct and communicate with fellow docents for roles on a public outing. During outings the Lead Docent reports to SVC staff. All employees and volunteers at the Conservancy ultimately report to the Executive Director.

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

- \* Welcome visitors to the property on behalf of SVC
- \* Direct guests to parking as needed
- \* Assist with collecting signed liability forms
- \* Staff the kiosk, show maps, and answer questions about SVC
- \* Provide information about SVC to guests (hand out newsletters)

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

- \* Frame out the day's outing to registered guests prior to departing (length, location, difficulty rating, what will be highlighted...)
- \* Cover the "rules" to outing being led with registered guests
- \* Divide guests into manageable groups and assign docents to escort guests

- \* Assign Docent to tasks at a public event
- \* Responsible for keeping count of visitors, number that leave in your group.
- \* Touch base with Sweep Docents on the group's progress

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

- \* Recap with Trip End Report to SVC staff
- \* Turn in Liability forms to SVC staff or SVC Office
- \* Offer feedback to what worked and what did not work on the outing
- \* Report any incidents that occurred on the outing, esp. rules broken or injuries.

### IV. DOCENT ONLY & PRIVATE OUTINGS – As the Organizing Lead Docent (as interested)

- \* Check with SVC Office to ensure no schedule conflicts on desired date of event
- \* Coordinate with all docents needed to cover activity ensuring compliance with SVC Risk Management plan
- \* Contact SVC staff member when entering and when exiting property
- \* Report any incidents that occurred on the outing or evidence of unusual activities noticed.
- \* Turn in Liability forms to SVC staff or SVC Office (as appropriate)

## Qualifications

- \* Must be able to lead potential emergency response coordination
- \* Provide your own cell phone and have the ability to operate it.
- \* Minimum 2 years active Docent with guest service experience with SVC
- \* Must be recommended by 2 Lead Docents and approved by SVC staff
- \* Extended knowledge of property fields, trails and location of gates
- \* Understanding of risk management of hiking/biking/equestrian activities
- \* Valid driver's license
- \* First aid and CPR certified. SVC will provide this valuable training.
- \* Public speaking experience
- \* Ability to provide a welcoming and safe experience for guests
- \* Ability to mentor docents wanting to become Lead Docents
- \* A genuine interest and enthusiasm for land conservation
- \* Willingness to work on weekends or as needed for special group scheduled weekday outings
- \* Hike Docents - Must be able to lead registered guest on hikes 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 lead and 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 lead 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.

## Preferred Qualifications (Not required, but helpful)

- \* Experience with rural property maintenance
- \* Experience leading overnight or day trips with youth in the outdoors
- \* 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 volunteer 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.