



# Camp Pollock

## Volunteer 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 18,000 acres of land including regional trail systems, vernal pool preserves and oak woodlands.

### Responsibilities

The Volunteer 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 Volunteer Lead Docent leads hikers, equestrians and/or mountain bike riders when visiting the public events. The Volunteer Lead Docent must have full knowledge of SVC and the property(s) trail system. Lead Docents will a.) mentor docents with risk management training (attend 2 training dates per year) 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 volunteer docents for roles on a public outing. During outings the Volunteer Lead Docent reports to Camp Pollock Manager or Program Coordinatory.

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

- \* Welcome visitors to the property on behalf of SVC
- \* Assist with collecting signed liability forms
- \* Staff the kiosk, show maps and answer questions about SVC
- \* Provide printed information about SVC to guests: newsletters and tri-fold

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

- \* Frame out the event to registered guests
- \* Cover "rules" / best safety practices with guests, address proper gear, hydration, sun protection, facilities locations, etc.
- \* Guide and mentor other docents while leading outings
- \* Integrate Leave No Trace principals into outings
- \* Plan and prepare for outing – this may include development of curriculum, framing of activities, obtaining proper gear,

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

- \* Recap with Trip End Report to SVC staff - Offer feedback to what worked and what did not work on the outing
- \* Turn in Liability forms to SVC staff or SVC Office

- \* Report any incidents that occurred on the outing, esp. rules broken or injuries.

## Qualifications

- \* Must be able to lead emergency response coordination
- \* Provide your own cell phone and have the ability to operate it
- \* Minimum 1 years active Volunteer Docent with guest service experience at DCH or CP
- \* Must be recommended by 2 Lead Docents and/or approved by SVC staff
- \* Extended knowledge of property and property history
- \* Understanding of risk management of hiking/biking/equestrian activities
- \* Valid driver's license
- \* First aid and CPR certified. SVC will pay for cost of 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
- \* Must have a general understanding of the American River Parkway Plan
- \* Willingness to work on weekends or as needed for special group scheduled weekday outings
- \* Hike Docents - Must be able to lead guests on hikes in a 2 hour time frame on uneven terrain while carrying a backpack or hip pack with emergency first aid supplies and water (about 5-10 pounds).
- \* Mt Bike Docent- Must be able to lead guests on a mountain bike at least 8-11 mile of trails in a 2 hour time frame, climbing 750-1000 feet or more.

## Preferred Qualifications (Not required, but helpful)

- \* Experience with property maintenance
- \* Experience leading overnight or day trips with youth in the outdoors
- \* Education experience
- \* Leave No Trace trained

## Time Commitment

- \* Minimum 4 outings (1 training + 3 public outings) at 5 hours per event = 20 hours a season, minimum. Can be logged at Camp Pollock or Deer Creek Hills.

## 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.