



## Volunteer Docent Duty Statement

---

**Job Title:** Docent

**Time Commitment:** Three hours per month

**Location:** Sonoma/Petaluma State Historic Parks

**Reports to:** Volunteer Coordinator, Ari DeMarco

**Objective:** To assist the park staff in providing interpretive activities, educational programs, and promotion of public awareness of: Mission San Francisco Solano, the Soldier's Barracks, the Casa Grande Site, General Vallejo's Home, the Toscano Hotel and Kitchen, the Petaluma Adobe and the Blue Wing Inn.

**Responsibilities:** Work with State Park staff and independently to give guided tours to State Park visitors. Attend quarterly meetings, ongoing trainings and park events. Docents may participate in special events, living history programs, and educational and training programs. Docents may be asked or may ask to be involved in special short or long term projects, when they occur. A more specified duty statement to the nature of each individual project will be presented prior to the start of that project.

**Skills/ Qualifications:** An interest in sharing history and artifacts of Sonoma and Petaluma State Historic Parks is essential! Also important is a desire to learn and practice interpretation of Sonoma and Petaluma State Historic Parks. Furthermore, docents must be comfortable speaking with the public and able to accept constructive criticism.

**Training:** All volunteers report to the Volunteer Coordinator for initial paperwork and training. Docent training provided by State Parks includes a historical background of Sonoma and Petaluma State Historic Parks and tour development skills. Special event training may include craft station training and safety training. Enrichment training is offered.

**Requirements:** A commitment of a minimum of three hours a month is requested. All docents must be punctual, dependable and responsible, with a positive attitude.

**Essential Functions:** All of the above duties may require standing, kneeling, bending, lifting, carrying and walking on uneven surfaces and climbing stairs. Some of the craft stations require small repeated hand movements. Anyone involved with any of the

above duties should be aware of their personal physical limitations and take all necessary precautions accordingly. All stated safety regulations must be followed while fulfilling volunteer service.

All volunteers must state any and all physical limitations prior to beginning their volunteer service and submit any medical notifications which the physical expectations of this job may effect, with medical verification from your physician which allows you to perform the needed duties. All reasonable effort will be made to accommodate physical limitations. Injuries occurring during volunteer service must be immediately reported to the Supervising Ranger or the Volunteer Coordinator.

Volunteers record all activities they participate in daily; signing in at the start of volunteer service each day and signing out at the end of the work day, stating the time spent leading tours and the amount of people on the tours. At no time should any volunteer actively work within the Sonoma or Petaluma State Historic Parks grounds without being scheduled. All work schedules should be followed as they are agreed upon.