

Docent Trainee Process Overview

Here's an outline of the process that all docent trainees go through before becoming certified to lead their own tours.

On your Training Day(s):

- Turn in your completed forms and Orientation Quiz
- Meet your mentor

After your Training Day(s):

- Shadow at least one tour at your site - before the Interpretation Skills class

Mentoring Phase:

You can begin your mentoring phase at any point after your first training days. It usually takes between 1-3 months to graduate. Here's an overview of the entire mentoring process.

- Attend the next *Quarterly Docent Meeting* – Second Saturday in March, June, & September; first Saturday in December, at 10am in the Barracks Theater
- Shadow your mentor, and also shadow two different, experienced docents
- Finalize your tour outline (which you start during Interpretation Skills class) and give it to your mentor to read and make suggestions on
- Schedule a test tour with your mentor – you give a tour to visitors and your mentor observes. Your mentor submits a short report to the Volunteer Coordinator to let them know if you have successfully graduated.*

*You must successfully complete your test tour within 3 months of beginning training. If you don't, we ask that you document the ways in which you have kept refreshed on the knowledge you learned during training, and this will need approval by the Volunteer Coordinator.

Graduation

- Attend the **next** Quarterly Docent Meeting. If you haven't already, you will receive your name badge, parking lot pass, 1-year Association membership, and, most importantly.... **SIGN UP TO LEAD YOUR FIRST TOUR!**

Sonoma Petaluma Parks website:

www.sonomaparks.org

Feedback? We're always looking for ways to improve our trainings. Let me know!

Volunteer Coordinator:

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