



Sanctuary One Care Farm Docent Volunteer Job Description

Position Title: Docent Volunteer

Program: Sanctuary One Care Farm

Position Purpose:

- To lead public tours during tour season (April – Oct.)
- To share the history and the mission of the care farm
- Encourage visitors to engage with the animals, wildlife, gardens, and learn about volunteer opportunities
- To promote a deeper understanding and appreciation for what we do here, and to ensure that the care farm visitors have amazing experiences while here
- Raise public awareness of the unique partnerships between Sanctuary One and our community partners
- To raise donor funds and awareness
- To have fun with the group so they want to return or invite others to the care farm

Reports to: Program Manager

Time commitment: Minimum of 1 tour per month. Tours are 10:30 – 12:30 on Fridays and Saturdays, a minimum 6-month commitment

Job Duration: Last weekend in April – last weekend in October

Location: Sanctuary One Care Farm - 13195 Upper Applegate Road Jacksonville, OR 97530

Position Duties/Responsibilities:

- Arrive on time to all scheduled shifts
- Attend and actively participate in ongoing docent training
- Be familiar with and follow all policies, procedures, and emergency protocols
- Engage visitors in conversations and dialogues regarding the care farm and what it has to offer



- Ensure memorable and positive visits, including ensuring comfort and safety of visitors while on tour
- To ensure visitors with special needs are accommodated
- Seek clarification and guidance from care farm staff as needed
- Stay updated on new animals and improvements to the care farm
- Serve as liaison between staff and visitors
- Open Merch cart, use Square for Android/iPhone purchases

Qualifications and skills: *Animal knowledge and tour guiding are not pre-requisites, we will train

- Minimum of 18 years of age
- Completed mandatory training
- Outgoing and positive attitude
- Curiosity
- Enthusiastic personality
- Proficient in spoken English, English/Spanish speakers encouraged to apply
- Public speaking ability
- Willingness to learn about individual animals, memorize names, and engage with them while giving tours

Boundaries/Limitations:

- Volunteers will not perform the core functions of the staff
- Volunteers will not take the lead in emergency situations
- Volunteers will not enter staff only areas

Orientation/Training:

- Must complete mandatory training prior to starting as a volunteer/docent
- Must attend a mandatory first day orientation

Supervision and support:

- During program, volunteers will have minimal direct supervision
- The care farm staff will be available to address concerns or questions during your shift if needed



- It is the responsibility of the volunteer to ask questions and seek support and guidance where needed
- Program manager or seasoned volunteer to shadow first 1 – 2 tours to ensure volunteer feels comfortable and confident

Screening:

- Application
- Interview
- 2 reference checks
- Must pass a mandatory background check
- Orientation & training
- Ongoing supervision and training