

Docent Class Coordinator

General Description:

The Docent Class Coordinator organizes the series of eight classes that train volunteers to become Docents.

Duties:

1. Work with staff Marketing Manager to advertise classes.
2. Set dates and schedule instructors for the class series.
3. Maintain list of volunteers interested in Docent training. Send out email advertising class 4 weeks and 2 weeks before classes begin.
4. Order class supplies. Assemble student binders.
5. Lead first class on Introduction to San Diego Botanic Garden and Docent Training Program.
6. Send out email correspondence to instructors, Docents in Training (DITs) and staff regarding upcoming classes and other items of importance.
7. Maintain database of DITs in the pipeline; follow up on status
8. Order and award new nametags and certificates to the new docents at the monthly Docent/Volunteer meeting.
9. Communicate program information and/or changes to the Docent Executive Board.

Specific Skills:

1. Computer skills, including Excel and PowerPoint
2. Organizational skills
3. Teaching or training experience
4. Ability to work with varied personalities
5. Ability to work with varied gardening and SDBG knowledge levels

Time required:

About 8 hours of prep for first class. About 5 to 15 hours per month when classes are in session (January to April; September to November). Minimal time when classes are not active.

Recommended Term:

3 to 5 years