



Expectations and Requirements of the Powell Gardens Docent

Docents serve an integral role actualizing Powell Gardens' mission to be an experience that embraces the Midwest's spirit of place and inspires an appreciation for the importance of plants in our lives.

Expectations and Requirements of the Docent-in-Training Program:

- Complete the 24-hour training program.
- Have the willingness and ability to receive training in;
 - Tour Techniques (Questioning and Group Management)
 - History and Operations
 - Tour Logistics
 - Tour Content
 - Developmental Learning and Differentiation of Learning
- Demonstrate the desire to provide tours and programs for children and adults.
- Attend all training sessions. Exceptions may be made in case of emergency.
- Participate in the regular training sessions upon graduation.
- Have an email account and check it frequently.
- Have a basic knowledge of the computer and the internet.
- Have the willingness to be monitored and evaluated.
- Open to constructive criticism and willingness to improve skills.
- Successfully complete the training program.

Expectations and Requirements of the Docent Program upon Graduation:

- Lead tours for school children.
- Lead tours for adults and/or families.
- Learn new tours and programs as required.
- Complete the annual requirement of 15 tours and programs.
- Complete the annual requirement of eight hours of continuing education units. These may be fulfilled by attending presentations and workshops offered by outside organizations.
- Maintain an understanding of the importance of their commitment to the Gardens.
- Be open to on-going peer and staff evaluation.
- Be prepared for all tour and program commitments.
- Record and submit volunteer and continuing education hours in a timely manner.