



2017 Docent Training Program

Gain knowledge, Give back

Every Wednesday, March 1 - April 19 from 10am - 2:15pm
March 1 - 29 classes will be held at Coconino Cooperative Extension
April 5 - 19 classes will be held at the Arboretum at Flagstaff

What is an Arboretum docent?

As trained volunteers, docents assist with public tours, school field trips, and community programs taking place at The Arboretum. Docents are valued members of The Arboretum community and the "front-line" of the work that we do to educate and inspire all visitors.

Located on 200 acres, The Arboretum at Flagstaff is a nonprofit organization and home to 750 species of plants in gardens, greenhouses, and natural habitats. We support the community as a research and conservation center, outdoor education facility, summer camp, and unique venue for retreats and special events.

Docent training details:

Course expectations include: reading required texts, participating in training discussions, practicing public speaking/interpretative skills, learning to lead tours and educational programs.

To make the most of our class time, there will be one 15 minute break at noon. Please bring a sack lunch to enjoy during the training.

Guest speakers, who are authorities in their fields, will offer presentations designed to increase the trainees' understanding of subject areas and their ability to lead public and school tours.

Instructional materials will be provided as part of the training.

Subjects of Training Classes:

- The Arboretum at Flagstaff's Mission and History
- Botany and Ethnobotany
- Ecology and Sustainability
- Research and Conservation
- Programs and Projects
- Interpretative Techniques and Model Tours
- Horticulture and Gardening Techniques
- Forest Health
- Climate Change, etc.

Docents will learn:

- Botanical and environmental content related to the conservation of resources of the Colorado Plateau
- Issues affecting the ecological health and biodiversity of the Colorado Plateau
- How to confidently communicate key ideas to diverse audiences
- How to lead and create meaningful and engaging public tours
- How to lead and assist school field trips and community programs

First Year Requirements:

- Upon graduation, a commitment to provide service primarily through public tours and/or school field trips during our open season April-October.
- **100% Attendance** at each of the eight training sessions for the 2017 program. If a trainee is absent, he/she is responsible for collecting the missed information. All cancelled classes will be rescheduled.
- Docents are encouraged to become members of The Arboretum at Flagstaff, and **all graduates of the 2017 docent training program will receive 20% off a membership of their choice.**
- Keep track of all hours volunteered in the volunteer notebook in The Arboretum administrative offices. These hours are important for grant applications. Hours spent in docent training are not considered volunteer hours and need not be recorded.
- Docents are expected to commit to volunteering at The Arboretum for a minimum of **one season** after they complete training. Exceptions may be made for special circumstances.
 - Arrange for your own substitute if necessary for a tour or program you are unable to attend and notify the volunteer coordinator of any changes. In the case of an emergency, please notify The Arboretum as soon as possible.