



Docent Tour Guides

Position: Docent Tour Guide
Who: Hidden Lake Gardens Staff and Volunteers
Location: Hidden Lake Gardens

Schedule

- Tours may be offered on weekdays and/or weekends
- Specific days and times will vary based on tour availability, programs, and special events

Purpose

Docent Tour Guides enhance visitor experiences by sharing their knowledge, enthusiasm, and passion for Hidden Lake Gardens. Through engaging and informative tours, docents help educate visitors while fostering a deeper appreciation for the gardens, natural landscapes, and collections.

Responsibilities

Education

- Share the history of Hidden Lake Gardens
- Provide information about:
 - Plants and trees
 - Ecology and natural systems
 - Nature and wildlife found throughout the gardens
- Assist with the development and refinement of tour programs and educational content

Communication

- Maintain regular communication with the Managing Director, Head Gardener, and Visitor Services Coordinator
- Provide updates related to tour scheduling, program development, and any issues or concerns

Work Environment

- Tours may take place both indoors and outdoors
- Volunteers may be exposed to changing weather conditions, insects, and wildlife
- Volunteers should dress appropriately for the environment and weather conditions
- All necessary materials and tools to support tours will be provided

Dress Code

- Volunteers must wear Hidden Lake Gardens apparel to ensure they are easily identified as authorized personnel when working on the grounds.



Qualifications

- Friendly, outgoing, and comfortable engaging visitors of all ages and backgrounds
- Punctual, dependable, and reliable
- Ability to work both indoors and outdoors

Additional Information

- Training, educational materials, and uniforms will be provided
- Volunteers are encouraged to bring sunscreen, insect repellent, and a reusable water bottle.