

COMPANY NAME: Arizona Sonora Desert Museum

JOB TITLE: **Docent Coordinator**

JOB DESCRIPTION:

The Docent Coordinator oversees the daily activities of the Museum's over-200 docents, including training, continuing education, daily schedules, assignments for special events, development and maintenance of kits, development of training materials and performance evaluation and coaching.

- Works with Museum's Volunteer Coordinator to recruit new docents.
- Coordinates docent training.
- Maintains specimens and other materials used in docent interpretations, including permitting (where needed), organizing, labeling, cataloging, and storage.
- Maintains and creates interpretive kits and educational materials for docents, including training materials.
- Provides timely updates and communications to docents.
- Runs docent captain's meetings and docent captain training.
- Provides continuing education for docents, including coordinating monthly Advanced Desert Classes.
- Creates interpretive schedules for daily programming and special events and maintains working knowledge of docent scheduling software.
- Recruits and coordinates docents for Cool Summer Nights, weddings, public events, special tours.
- Works with Volunteer Coordinator on general volunteer program policies, procedures and implementation.
- Maintains current links on docent website and file exchange.
- Refers performance or disciplinary issues to supervisor.

SALARY: **\$39,500-\$41,500 per hour**

APPLICATION QUALIFICATIONS:

Associate degree (AA) or Bachelor's degree (BA) or 5 years' of experience in a natural history-related field AND 3 years' of experience coordinating volunteers AND 3 years' experience teaching or creating educational materials. Knowledge of Sonoran Desert natural history is preferred.

HOW TO APPLY: https://www.appone.com/MainInfoReq.asp?R_ID=4347264

DATE: 2/10/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities