



VOLUNTEERS IN PARKS (VIP)

John Muir National Historic Site
Martinez, CA



Job Title: Historic Home Docent/Tour Guide

Goal: To facilitate interpretive opportunities for visitors while protecting resources.

Job Description

- Represent the National Park Service (NPS) to the public by supporting the Agency's mission of preserving and interpreting the site and John Muir's conservation legacy and home life in Martinez.
- Develop and present half hour or longer public tours of the John Muir home, the 1880 Victorian mansion where Muir lived for the last 24 years of his life, or other park areas, incorporating current NPS interpretive techniques and standards.
- Conduct tour research using written, audio-visual and other materials.
- Submit written tour drafts for approval prior to conducting public tours.
- Document activities, visitor statistics and keep record of time.
- Attend training sessions and volunteer meetings.
- Assist park staff during special events conducting visitor contact/assistance, serving refreshments or conducting WNPA sales.
- Participate in off-site programs and interpretation projects.
- Provide excellent customer service

Qualifications

- Ability to learn public speaking skills for groups of 2-50 people of diverse backgrounds and ages.
- Ability to meet NPS interpretive techniques and standards.
- Ability to work with minimal supervision and conduct research independently.
- Interest in learning more about John Muir National Historic Site, John Muir and his family, and the National Park Service.

Length of Commitment

- Minimum one year commitment with 8 hours per month. Flexible scheduling options to lead tours and/or staff historic home and attend special events. The park is open daily from 10:00 a.m. to 5:00 p.m. Morning shifts are from 10:00 am to 1:00 p.m. Afternoon shifts are from 1:00 p.m. to 4:00 p.m. Guided public tours are conducted daily at 2:00 p.m., with an additional 11:00 a.m. tour on Saturdays and Sundays. Closed Thanksgiving, Christmas, and New Year's Day.

Benefits and Training

All docents must complete three 4-hour training modules led by NPS staff prior to commencement of docent responsibilities.

- Opportunities to enhance presentation and public speaking skills.
- Orientation and ongoing training about Muir's life and NPS interpretation skills.
- Volunteer newsletter and annual VIP recognition and awards.

Expectations

Visitors will have dynamic, accurate, relevant and thematic tours of the Muir House based on the park's identified interpretive objectives. Visitors will gain an understanding of the mission and role of the NPS, the John Muir Association (JMA) and the John Muir National Historic Site (JOMU). All jobs will be performed within NPS policies and guidelines and with the attitude of "safety first, every job, every time." Cultural, natural, and human resources will be protected. Visitors, NPS employees, JMA members, partnering organizations, and others will be treated with respect and without discrimination based on age, ethnicity, national origin, sex, sexual orientation, handicap, or religion.

While volunteers are recognized as partners with the NPS in protecting the resources and providing for visitor experiences at John Muir National Historic Site, NPS has authority over the site and the decisions affecting the resources.

No housing or stipends are provided.

Dress Code

Volunteers are required to wear the official volunteer uniform while working. Uniform pieces shall be supplied by the park and must be returned upon the termination of the volunteer agreement.

Reports To

Joanne Jarvis, Lead Park Ranger/Volunteer Manager, 925-228-8860 ext. 6321 or joanne_jarvis@nps.gov