

Joslyn Castle Docent

Position Description

Joslyn Castle docents will serve as guides/hosts and educators by conducting informational and educational services to Castle visitors through guided tours and associated activities, as well as special events, for one person, a group of people, children or adults.

Essential Skills and Attributes

Docents will exhibit the following at all times:

- Maintain an enthusiastic and positive attitude
- Be friendly and outgoing to all visitors
- Demonstrate the ability to build rapport with all ages
- Demonstrate effective communication skills
- Be able to work with a team
- Embrace challenge and change
- Demonstrate enjoyment in interacting with the public

Other responsibilities

- Docents will be expected to arrive on a timely basis for tours and events
- Communicate with the Director of Tours & Events if unable to fulfill a commitment
- Inform Director of Tours & Events and/or Rental Coordinator of issues or problems that arise during the course of an event or tour

Reporting

Docents report directly to the Director of Tours & Events