

Sonoma-Mendocino Coast District
Volunteer Duty Statement
Pond Farm Docent
Austin Creek State Recreation Area

The purpose of this position is to interpret the history of Pond Farm Pottery and to further the mission of California State Parks: “To provide for the health, inspiration, and education of the people of California by helping to preserve the state’s extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.”

Duties and Responsibilities:

- Lead tours
- Answer questions
- Provide accurate information to park visitors
- Unlock gates and facilities
- Assist in setting up the site before tours and breaking it down afterwards
- Study the Pond Farm Docent Manual
- Develop a tour that is engaging and elicits inquiry
- Wear provided name badge and California State Parks Volunteer patch while volunteering
- Keep track of volunteer time

Skills and Qualifications:

- Excellent communication skills
- Ability to learn and retain historic details
- Courteous, friendly, and helpful
- Capacity to work independently as well as cooperatively with Stewards of the Coast and Redwoods staff, State Parks staff, and other volunteers

Time Commitment:

Docents should commit to leading a tour with another docent at least once every couple months

Training:

Attend the General Volunteers in Parks Program Orientation, attend the Pond Farm Docent Training, complete the Bear in Mind EEO Training within 60 days of starting and subsequently every two years, read the Pond Farm Docent Manual, and shadow an experienced docent until ready to lead a tour independently

Reporting:

The supervisor for this program is Senior Park and Recreation Specialist, Bill Maslach. The lead for this program is the Stewards of the Coast and Redwoods Program Manager. Amelia Schall Tůmová is the Sonoma-Mendocino Coast District Volunteer Coordinator (Amelia.Schall@parks.ca.gov).

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Benefits:

Share the history of Bauhaus trained master potter Marguerite Wildenhain with visitors. As a volunteer with California State Parks, logging 48 hours of volunteer time earns a complimentary district pass, and 200 hours of volunteer time earns a complimentary VIPP statewide pass for the next year. Please contact Amelia Schall Tůmová about reporting volunteer hours and making a plan to receive your pass in a timely manner.

Conclusion:

The relationship between a volunteer and California State Parks must be one of mutual benefit. The Volunteer Service Agreement may be terminated at any time without cause and without advance notice.

If you willingly agree to perform all duties, please sign below.

State Park Volunteer Date

State Park Representative Date