



# Docent Application

## Nature Education Center at Lost River Cave

### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of present employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Please give a brief explanation of your interest as a docent at the Nature Education Center: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Docent Opportunities – Availability

Do you have a docent opportunity in mind? Please check the categories that interest you the most **OR** write in any interest suggestions that are not listed. Brief descriptions of each category can be found on the last page.

<input type="checkbox"/>	Trail Guide/Trail Monitor
<input type="checkbox"/>	Special Event Support
<input type="checkbox"/>	Educational Program Guide
<input type="checkbox"/>	Program Guide Support
<input type="checkbox"/>	Office Support
<input type="checkbox"/>	Exotic Plant Removal Assistance
<input type="checkbox"/>	Undecided/Anything

**OR**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When are you available to assist? Circle each day and time that best fits your schedule.

Monday	Morning	Afternoon	Evening
Tuesday	Morning	Afternoon	Evening
Wednesday	Morning	Afternoon	Evening
Thursday	Morning	Afternoon	Evening
Friday	Morning	Afternoon	Evening
Saturday	Morning	Afternoon	Evening
Sunday	Morning	Afternoon	Evening

How many hours a week are you available to assist? \_\_\_\_\_

### Experience and Skills

Educational background: Circle one.

Current High School Student      High School Graduate/GED

Current College Student      College Graduate

Current/Graduate High School: \_\_\_\_\_

Current/Graduate College: \_\_\_\_\_

Degree Major: \_\_\_\_\_

Current/Past Volunteer Experience: Where? \_\_\_\_\_

When? \_\_\_\_\_ Duties: \_\_\_\_\_

Do you speak any languages other than English? \_\_\_\_\_

Skills, Interests, and Hobbies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Emergency Information

Please list any physical conditions (allergies, reactions to bee stings, etc.), medications you are using, or any other information that might be helpful in case of an emergency:

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact (1): \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact (2): \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## Other Information

Have you ever plead guilty, or been found guilty by a jury, judge or court of any crime; misdemeanor or felony? If so, please describe:

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Are you willing to undergo a background check if selected to become a docent at the Nature Education Center at Lost River Cave? Circle one.

Yes      No

As a docent with the Nature Education Center at Lost River Cave, I agree to act in a professional manner and exhibit a positive and pleasant attitude when dealing with the public, other docents/volunteers and staff. I further agree that I will abide by all policies set forth for docents of the Nature Education Center of Lost River Cave, honor my commitment to work as scheduled and that I have read and signed the docent waiver/hold harmless form. I also agree, if necessary, to submit to a criminal records check, attend any orientation sessions that might pertain to my docent responsibilities at the Nature Education Center, and if I must be absent from a scheduled commitment I will notify the Docent Coordinator as soon as possible.

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Signature

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Date

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Parent's signature if docent is under 18

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Date

PLEASE RETURN TO:  
Tosha Clark, Docent Coordinator  
801 Cave Mill Road  
Bowling Green, KY 42104  
(270) 393-0077  
[www.lostrivercave.org](http://www.lostrivercave.org)

### **Trail Guide/Trail Monitor**

As a trail guide/trail monitor, your responsibility will be to lead guided trail hikes through Lost River Cave park. This position requires full knowledge of trails, how weather affects them, and emergency procedures while on trail. Guided trail hikes are free to the public. You will also monitor the conditions of the trails (ex. trail widening) and help keep them clean and clear for all to enjoy.

### **Special Event Support**

As special event support, you'll be responsible in assisting the Nature Education Center in events throughout the year either on Lost River Cave premises or off campus. This can include duties such as helping with set up, clean up, and organization of materials. This position helps to make for a smooth process before, during, and after events.

### **Educational Program Guide**

As an education program guide, your responsibility will be to lead educational programs for different age groups. Program guides are required to be knowledgeable on the program topic that is being taught. This position works with groups between 5-40 individuals from ages 5 to adult in both the classroom and outdoor settings. Some of the duties will include providing educational programming for school groups, scout groups, and the public during field trips, camps, and Nature Education Center events and classes. Duties also include setting-up/breaking down programs, interacting with guests in an engaging and friendly manner, and managing program time efficiently. The Program Guide sparks interest in the students while also educating them about nature and environmental topics.

### **Educational Program Support**

As educational program support, your responsibility will not be in leading educational programs but to assist the Program Guides. This can include duties such as preparing supplies (ex. laminating, copying, etc.), packing supplies, setting-up/breaking down programs, greeting participants, and signing participants in. Because programs groups can get as large as 40 individuals, your role is to help the Program Guide before, during, and after a program to ensure a great experience for everyone.

### **Office Support**

As office support, you will be responsible for the organization of the Nature Education Center's clerical duties such as answering incoming inquires, managing calendars for school groups and other events, and inputting information onto the computer system. Office support docents will need to be familiar and comfortable when working with computers.

### **Exotic Plant Removal Assistance**

This position is responsible for the removal and managing of invasive plants in the park. You will be responsible in knowing how to differentiate native and non-native species to help maintain a healthy habitat on the park. Plant identification skills are not required but serve to be beneficial.