



6220 Steinbeck Bend

Waco, Texas 76708

(254) 750-7946

Dear Prospective Volunteer / Docent,

Thank you very much for your interest in the Waco Mammoth Site Volunteer and Docent program!

Our volunteers perform one of the most important and far-reaching functions at the Waco Mammoth Site by introducing and deepening the experience of the exhibit for groups of all ages. It is a stimulating experience for both visitors and guides, and is an essential part of the site. The main requirements are commitment, enthusiasm, adaptability and an ability to share that with others.

Most tours are offered at the Waco Mammoth Site from Tuesday through Saturday throughout the day. Tour Guides may make themselves available for touring according to their schedule, but keep in mind that if you wish to work with children, the majority of them will be coming in the mornings on weekdays. Please note that if you work fulltime it is still possible to be a docent at the Waco Mammoth Site due to some tours occurring after working hours and on weekends.

What is a Docent?

A Docent is a teacher, serving the Waco Mammoth Site and the community in the field of education. The word 'docent' is derived from the Latin word 'docere,' meaning 'to teach.' Docents are knowledgeable, enthusiastic people who act as liaisons between the City of Waco and the general public. They are professional volunteer Waco Mammoth Site staff members.

Why should I consider becoming a Docent?

Docents can expect to participate in satisfying experiences working with children, college students, and community members. You can meet many fascinating people from all over the nation as they come to have a tour at the site. You can also expect to expand your understanding of Columbian Mammoths, Waco history, the Pleistocene Epoch and be challenged by new ideas. Being involved with the Volunteer and Docent Program increases involvement with the City of Waco, Baylor University and the community at large. The Volunteers and Docents at the Waco Mammoth Site are committed, energetic, spirited, enthusiastic, and dedicated to the program.

What is the role of a Docent?

Docents contribute to the Waco Mammoth Site in several ways. Primarily our Docents will help develop and present our children's school program. The school program is generally given

between the hours of 9:00 am and 11:00 am, Tuesday through Friday. However, other volunteer opportunities are available such as:

- **Tour Guides:** Docents serve as tour guides for children and adults visiting the site throughout the day.
- **Greeters:** Docents greet visitors and answer questions at the Welcome Center and along the path. They can also help by checking receipts at the dig shelter.
- **Customer Service:** This includes answering the phones and clerical duties at the Welcome Center.
- **Research:** This is behind-the-scenes participation in which Docents can support our staff by conducting research in various areas to help with the development of the site and its interpretive programs.

What does the training program involve?

The Waco Mammoth Site staff and docents are trained by the City of Waco. Interested people should look forward to the subject matter studied in the docent training classes. The Waco Mammoth Site docents will come from a wide range of backgrounds and professions.

How much of a time commitment will be required?

Docents are asked to volunteer a minimum of six hours per month and attend training sessions. Additional hours each week may be necessary for research, reading assignments, preparation of writing and speaking assignments, and/or observation of other Docents as they tour at the Waco Mammoth Site.

What if I do not want to conduct tours?

There are other options to choose from such as a greeter, who would greet visitors and help them find their way around the park, and clerical, which would include answering the phones and doing other office tasks.

Who qualifies to be a Volunteer and/or Docent?

As applications are reviewed, the Waco Mammoth Site staff will be looking for the following:

1. Communication. An ability to speak articulately and teach creatively. An inventive mind can bring life and fun to the tour.
2. Flexibility. The Waco Mammoth Site program is new and will be critiqued and modified as the site matures. The group touring will also modify the program and staff will be expected to adapt to the audience.
3. Dependability. Guides are expected to arrive early in order to prepare for their tour.
4. Commitment. Involvement in the docent program both during training and after could be demanding.

Training

The interpretive training will be a joint effort of the Mayborn Museum Staff and the City of Waco.

- Who:** All staff and docent personnel will have to complete this training program.
- What:** The interpretive story will be taught and the presentation of the program will be demonstrated.
- When:** Training will be a continual process.
- Where:** Mammoth Site
- Why:** The presentation of the Mammoth Site must be presented to each group in the same manner no matter who the interpreter is.

Application

All interested individuals are invited to apply to be a Volunteer and/or Docent. The Waco Mammoth Site encourages and welcomes a diversity of opinions and backgrounds. We wish to form an exciting and enthusiastic corps of volunteers from all walks of life.

Please send applications to:

Waco Mammoth Site
6220 Steinbeck Bend
Waco, TX 76708

You can also email your applications to: mammoths@ci.waco.tx.us.

Should you have any questions, please call us at (254) 750-7946.

Sincerely,

Anna Enderli

Anna Enderli, RPA, CIG
Program Coordinator
City of Waco, Parks and Recreation
Waco Mammoth Site