



## CITY OF DANA POINT

### Nature Interpretive Center/Headlands Volunteer /Docent Application and Selection Process

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We sincerely appreciate your interest in serving as a docent and/or volunteer with the City of Dana Point. Our volunteers are a valuable resource and play an important role in the success of a number of City programs.

Attached is a position description and application detailing what the City is looking for in its Nature Interpretive Center/Headlands docents and volunteers. Please review them thoroughly, and upon completion of the application it can be dropped off, mailed, faxed, or emailed to City Hall:

ATTN: Shelley Velez  
33282 Golden Lantern, Suite 203  
Dana Point, CA. 92629  
Fax: (949) 248-9920  
Email: [svelez@danapoint.org](mailto:svelez@danapoint.org)

Once we receive an applicant's completed Volunteer Application (attached), it is reviewed by City staff. We will then contact the applicant either to coordinate an interview or to notify him/her that we are not considering his/her application further at this time. The City's need for volunteers varies depending upon the Program's needs; therefore, we are unable to accept all applicants. Please note that docent and volunteer positions are not eligible for compensation or benefits.

If, after the interview, we are interested in having the applicant continue in the selection/screening process, the City's Human Resources staff will contact the applicant to coordinate the background check and pre-appointment physical examination. The City typically receives these results within one week. The City's Human Resources staff will notify the applicant if the pre-appointment results are not acceptable. If the results are acceptable, I will be in contact with the applicant to discuss the appointment date, necessary training and paperwork, scheduling, etc.

If you have any questions, please feel free to give me a call.

Sincerely,

Bernice Villanueva  
Natural Resources Protection Officer  
(949) 248-3527  
[bvillanueva@danapoint.org](mailto:bvillanueva@danapoint.org)



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**Proficiencies**

Please list any special skills, experience or proficiencies you have that relate to the position for which you are applying

	YES	NO	
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	Please list any other relevant skills, knowledge or experience below:
Word	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excel	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clerical Skills	<input type="checkbox"/>	<input type="checkbox"/>	_____

Foreign languages spoken fluently: \_\_\_\_\_

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**Education**

\_\_\_\_\_ Highest grade completed or College Degree possessed  
\_\_\_\_\_ Last school attended  
\_\_\_\_\_ Major

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**Work History**

\_\_\_\_\_ Name of last Employer  
\_\_\_\_\_ Occupation  
\_\_\_\_\_ Dates of service

List any other occupations  
\_\_\_\_\_

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**Prior Volunteer Experience**

1) \_\_\_\_\_  
Name of Organization Job description or responsibilities  
Dates of Service \_\_\_\_\_ Contact Name and Phone # \_\_\_\_\_

2) \_\_\_\_\_  
Name of Organization Job description or responsibilities  
Dates of Service \_\_\_\_\_ Contact Name and Phone # \_\_\_\_\_

3) \_\_\_\_\_  
Name of Organization Job description or responsibilities  
Dates of Service \_\_\_\_\_ Contact Name and Phone # \_\_\_\_\_

4) \_\_\_\_\_  
Name of Organization Job description or responsibilities  
Dates of Service \_\_\_\_\_ Contact Name and Phone # \_\_\_\_\_

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**References**

Please list at least three references that have personal knowledge of your character and qualifications

	Name	Address	Telephone	Relation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

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**Your Interest in our Program**

Please describe why you want become a Nature Interpretive Center/Headlands Volunteer for the City of Dana Point

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**Certificate of Applicant:** "I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize the City of Dana Point to make investigations and inquiries that are limited to the requirements for this position, or my employment, education, character, financial, or medical history and other related matters, *as they relate to the requirements of the position for which I am applying*, in arriving at an appointment decision. I hereby release employers, schools, or persons from any liability in responding to inquiries in connection with my application. I understand that any false or misleading information given in my application, or any step in the selection process, will subject me to disqualification or dismissal. I understand that I am required to abide by all rules and regulations of the City of Dana Point. I further understand that appointment to the program is contingent upon successful completion of a pre-employment physical, as well as a background investigation that may include fingerprinting and a criminal history check."

I understand that work schedules for volunteers in the City's Nature Interpretive Docent Program are diverse and varied depending upon the program needs and the volunteers' availability. I further understand that a volunteer is not guaranteed a regular, set schedule and may be dismissed at any time without cause as determined by the City; and that the City reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

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Signature

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Date

The City of Dana Point is an Equal Opportunity Employer that complies with Title VII of the Civil Rights Act as Amended and all applicable State and Federal laws prohibiting discrimination. Therefore, it is the policy of the City of Dana Point to make selection decisions without regard to race, color, sex, religion, national origin or ancestry, age, marital status, or handicap, except where such qualifications are Bona-Fide Occupational Qualifications.

## **NATURE INTERPRETIVE CENTER DOCENT**

### **DEFINITION:**

Under the general supervision of the City's Natural Resource Protection Officer to assist in the education of visitors to the Nature Interpretive Center (NIC) and trail system of the Headlands; greet visitors and answer questions; conduct guided tours of the trail system; assist in the facilitation of the Nature Interpretive Center by providing interpretation of displays and answering general questions concerning the biological, cultural, historical, and geological resources of the area; patrol the Dana Point Marine Conservation Area (DPMCA); help provide education that stresses the importance of the conservation of these resources, including educating visitors concerning the rules and regulations of the City's parks.

### **CLASS CHARACTERISTICS:**

This is a part-time volunteer position for the City of Dana Point.

**EXAMPLES OF ESSENTIAL DUTIES:** Essential job functions may include, but are not limited to, the following: *(Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.)*

Essential job functions may include, but are not limited to the following:

1. Provide support to the general operations of the City's Nature Interpretive Center.
2. Provide educational programming to visitors to the Dana Point Headlands.
3. Provide exceptional customer service to visitors and callers.
4. Explain and enforce facility regulations, policies and procedures to participants; including the conservation of the parks' natural resources.
5. Lead educational interpretive hikes of the trail systems of Hilltop Park and Harbor Point Park.
6. Conduct biological monitoring and weed abatement of Hilltop Park and Harbor Point Park.
7. Assist in the general safety and sanitation of facilities.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

Knowledge of philosophy, principles, practices, and techniques of resource interpretation and informal experiential education.

Basic knowledge of local flora, fauna, geologic, historic, and cultural resources is preferred.

Methods and techniques of effective customer service.

Appropriate safety precautions and procedures.

### **Ability to:**

Work independently while supervising the facility, as well as user groups.

Interpret and follow City and departmental policies, laws, and rules.

Understand and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Lead participants in structured activities and motivate participation in programs.

Establish and maintain cooperative working relationships with those contacted in the course of work, specifically with program participants and co-workers.

Follow established safety standards.

## **EDUCATION and EXPERIENCE:**

Graduation from high school or completion of a GED is preferred.

Demonstrated experience in community service activities.

Classroom instruction in biology, natural resources, or history preferred.

## **LICENSES or CERTIFICATES:**

Possession of CPR and First Aid certification is preferred.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires the ability to communicate in person and over the telephone; to perform light to moderate lifting and carrying; frequent standing and walking; occasional sitting, squatting, reaching, grasping, kneeling, and twisting. Volunteers interested in leading interpretive hikes would be required to walk and hike in dry, rocky, and uneven environments, as well as be exposed to varied weather and other environmental conditions.

## **WORK ENVIRONMENT:**

The Nature Interpretive Center is primarily an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Occasional field work (on a volunteer-basis only) would require the volunteer to work in varied weather and other environmental conditions, as well as walking and hiking in dry, rocky, and uneven environments.