OFFICE OF THE CURATOR

SUPREME COURT OF THE United States



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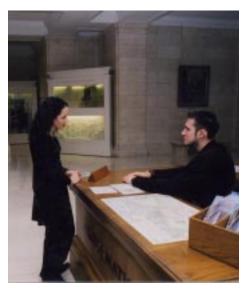
The Curator's Office preserves and records the history of the Supreme Court; preserves the building and its architectural features; develops, administers and preserves the collections of the Court; creates historical exhibits; conducts tours; provides a photographer to record historic events; and assists Justices and Court personnel with historical and illustrative materials. Volunteer docents help fulfill this mission by giving public lectures, leading private tours, and staffing the information desk.

THE DOCENT PROGRAM

The Supreme Court of the United States attracts one million visitors a year. Academic groups, members of the judiciary, lawyers, families and tourists from around the world come to the Court. The docent program is designed to help these visitors gain a greater understanding of the work of the Court and its history.

As a docent you will have the opportunity to participate in the following programs:

INFORMATION ASSISTANT — Provide information and direction to visitors at our information desk located on the ground floor of the building. Information desk staff will answer visitors' questions about the functions, history and architecture of the Court and about ongoing exhibits.



WHAT IS A DOCENT?

The word "docent" derives from the Latin word *docere* meaning "to teach." For the past 100 years docents have been a vital link between the history and collections of American museums and historic sites and the public who visit them. If you are interested in joining a dynamic, motivated volunteer docent program and providing an indispensable service to thousands of visitors to the Supreme Court, we welcome your application.

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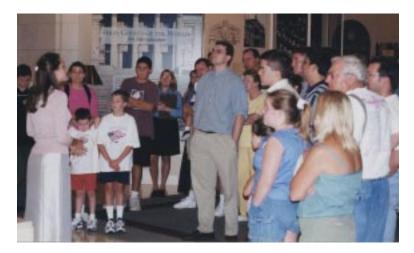
GREETER—Deliver a 20-minute public lecture for visitors every hour; escort visitors into the Courtroom; and answer questions about the functions, history, and architecture of the Court.

TOUR GUIDE—Conduct private tours on the functions, history and architecture of the Court; lead tours for VIP guests, foreign visitors and academic groups; and greet and lead large groups through the building.

DUTIES

Docents serve visitors to the Supreme Court by:

- Presenting accurate information on the functions and history of the Court and the architecture of the building.
- Communicating directly with visitors of all ages, backgrounds and levels of ability.
- Fulfilling the required commitment of one 3½-hour shift per week (M-F) for one year.
- Attending training sessions as required.
- Maintaining an attitude of flexibility and respect in all relationships with visitors, staff, and peers.
- Functioning at all times within the guidelines and procedures of the Supreme Court of the United States and the Office of the Curator.



Benefits

Supreme Court Docents receive a variety of benefits for volunteering:

- Meet new people and make new friends
- Gain or improve public speaking and customer service skills
- Contribute to the visitor experience of thousands of tourists to the nation's capital
- Attend public recognition events
- Receive discount in cafeteria, snack bar, and gift shop



QUALIFICATIONS

The Supreme Court Docent Program is open to men and women age 21 and older, who can complete the mandatory 12-hour training provided by the Curator's Office and commit to one unpaid, 3½-hour shift (M-F) every week for one year. All docent candidates must pass a security clearance check. The Supreme Court is open from 9:00 a.m. to 4:30 p.m., Monday through Friday, and closed weekends and federal holidays. Additional qualifications include:

- interest in serving the general public
- ability to learn accurate, detailed information and present it effectively to visitors
- courtesy, respect, and patience with visitors
- ability to walk and stand for long periods of time
- ability to walk up stairs
- comfortable speaking to groups of any size and of all ages and backgrounds
- good oral communication skills; clear and strong speaking voice
- professional manner and neat appearance
- knowledge of ASL or foreign languages is helpful, but not mandatory

(Continued)



TRAINING

Docent training is approximately 12 hours. Attendance at every training session is mandatory. Those accepted into the program are considered docent-candidates until they successfully complete docent training. The training sessions include information on the functions of the Court, the architecture and history of the Court building,

presentation techniques, public speaking tips, and general visitor information. In-service training is scheduled throughout the year. Docents are required to attend all in-service training sessions.

INTERESTED?

Just complete the enclosed application and mail or fax it to:

Docent Program
Office of the Curator
Supreme Court of the United States
Washington, DC 20543

Fax: (202) 479-2926

Applications will be reviewed and top candidates will be contacted for interviews. Acceptance into the program and program assignments will be announced after interviews are completed.

Questions? Call (202) 479-3298

APPLICATION

DOCENT PROGRAM

OFFICE OF THE CURATOR SUPREME COURT OF THE UNITED STATES

Personal	Name:				
Information:	Address:				
	City/State/Zip:				
	Phone: (Home) (Work)				
	E-Mail:				
	Fax:				
Education:	(Complete all that apply)				
	High School Diploma? Yes No				
	College/University Years completed: Major: Degree?Yes No				
	Master's Degree Program Years completed: Major: Degree?Yes No				
	Doctoral Degree Program Years completed: Major: Degree?Yes No				
Experience:	Current/most recent employer:				
	Organization:				
	Your title: Years of service:				
	Previous Employer:				
	Organization:				
	Your title: Years of service:				
	Current/most recent volunteer position:				
	Organization:				
	Your duties: Years of service:				
	Current/most recent volunteer position:				
	Organization:				
	Your duties: Years of service:				
Skills &	Please <i>check</i> all that apply:				
Interests:	Public speaking Data entry Customer service				
	Office skills: file answer phones MS Word MS Excel MS Access				
	Internet search				
	Foreign languages spoken:				
	Fluency: basic conversational fluent				
	Sign languages:				
	Fluency: basic conversational fluent				

Hobbies and Personal Interests:	Please list your hobbies and J	se list your hobbies and personal interests:	
Specific Interests:	Why would you like to be a c	docent at the Supreme Court of the United States?	
References:			
	Please provide three reference	s not related to you.	
	Mr./Ms		
	Title:	Phone:	
	Address:		
	Mr/Ms		
		Phone:	
	Mr./Ms.		
		Phone:	
	Address:		
and made in good faitl	<u> </u>	I of the information on this application is true, correct, correcting information on or attached to this application may be services.	-
	Signature	Date	

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Supreme Court of the United States
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