

DOCENT PROGRAM

OFFICE OF THE CURATOR

**SUPREME COURT
OF THE
UNITED STATES**



Photo by Franz Jantzen, Collection of the Supreme Court of the United States

OFFICE OF THE CURATOR SUPREME COURT OF THE UNITED STATES

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.

COURTROOM LECTURER AND 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.



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

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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



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 Information:

Name: _____
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 & Interests:

Please *check* all that apply:
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 _____

Continued reverse side

**Hobbies and
Personal Interests:**

Please list your hobbies and personal interests:

Specific Interests:

Why would you like to be a docent at the Supreme Court of the United States?

References:

Please provide three references not related to you.

Mr./Ms. _____

Title: _____ Phone: _____

Address: _____

Mr./Ms. _____

Title: _____ Phone: _____

Address: _____

Mr./Ms. _____

Title: _____ Phone: _____

Address: _____

I certify that, to the best of my knowledge and belief, all of the information on this application is true, correct, complete and made in good faith. I understand that false or misleading information on or attached to this application may result in the rejection of my application or the termination of my services.

Signature

Date

Mail or Fax application to:
Docent Program
Office of the Curator
Supreme Court of the United States
Washington, DC 20543
Fax: (202) 479-2926

Please Note: Selection is subject to successful completion of a security background check.