

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 serves the Supreme Court of the United States by promoting a greater public understanding and appreciation of the nation's highest court. To this end, we collect the institution's rich history, share it with a diverse audience through a variety of programs, and preserve it for future generations. 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 over 300,000 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, its history, and the art and architecture of the building.

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

TOUR GUIDE—Conduct private tours on the functions, history, art and architecture of the Court; lead tours for VIP guests, foreign visitors and academic groups; 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 art and architecture of the building
-  Communicating directly with visitors of all ages, backgrounds, and levels of ability
-  Fulfilling the required commitment of one 3-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
- Learn about the nation's highest Court
- Receive discounts in the cafeteria 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, 3-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:

- Must reside in DC Metro Area
- 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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TRAINING

Docent training is approximately 12 hours and attendance at every training session is mandatory. Those accepted into the program are considered docent-candidates until they successfully complete docent training, which includes information on the functions of the Court, the art, 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 will be announced after interviews are completed.

Questions? Call (202) 479-3298 or
email visitorservices@supremecourt.gov

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: & Skills

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: _____

Please explain your relevant skills:

Foreign languages spoken: _____
Fluency: basic _____ conversational _____ fluent _____

Sign languages: _____
Fluency: basic _____ conversational _____ fluent _____

**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?
(Please feel free to attach another sheet of paper if you need more space.)

References:

Please provide two references not related to you.

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.