

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 courtroom lectures, leading private tours, and staffing the visitor desk.

THE DOCENT PROGRAM

The Supreme Court of the United States attracts over 300,000 visitors a year. Student 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 and appreciation of the work of the Court, its history, and the art, and architecture of the building.

Docent responsibilities include:

VISITOR DESK—Provide information and direction at the visitor desk located on the ground floor of the building. Docents 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.



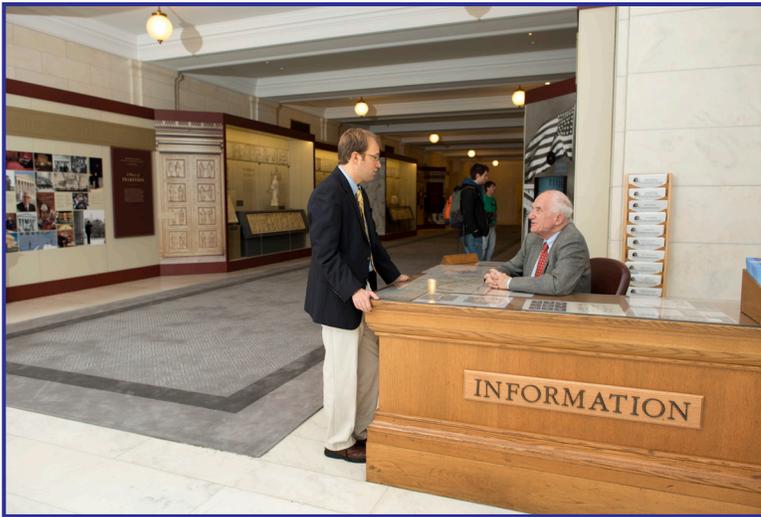
COURTROOM LECTURES—Conduct a 30-minute Courtroom Lecture for visitors every hour; escort visitors into the Courtroom; answer questions about the functions, history, art, and architecture of the building.

TOURS—Lead private tours on the functions, history, art and architecture of the Court; lead tours for VIP guests, foreign visitors and other 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

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 25-hour training provided by the Curator's Office and commit to one unpaid, 3-hour shift (M-F) every week for one year. All 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 on weekends and federal holidays.

Additional Responsibilities include:

- Must reside in DC Metro Area
- Interest in serving the general public
- Ability to learn accurate, detailed information and present it effectively to diverse audiences
- 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

Training sessions for new docents are scheduled every 1-2 years at the discretion of the Curator's Office. Individuals accepted into the program must participate in 25 hours of mandatory orientation and training over a two week period. Sessions will provide instruction on the judicial functions of the Supreme Court and the art, architecture, and history of the Supreme Court Building. Additionally,

new volunteers will receive training on the skills and responsibilities of docents, including presentation techniques, tips for working with visitors, and program policies.

During the first three months of service, new docents will work closely with experienced volunteers and will continue to receive on the job training by the Visitor Programs staff. Periodic in-service trainings and enrichment sessions for all docents are scheduled throughout the year.

INTERESTED?

Just complete the enclosed application and mail, fax, or email 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/Cell) _____
E-Mail: _____

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: _____

Additional volunteer experience:

Organization: _____

Your duties: _____ Years of service: _____

Please explain your relevant skills:

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.)

Availability:

What days and times are you available to volunteer? (Please check all that apply)

Monday ___ Morning (10am-1pm) ___ Afternoon (1pm-4pm)
Tuesday ___ Morning (10am-1pm) ___ Afternoon (1pm-4pm)
Wednesday ___ Morning (10am-1pm) ___ Afternoon (1pm-4pm)
Thursday ___ Morning (10am-1pm) ___ Afternoon (1pm-4pm)
Friday ___ Morning (10am-1pm) ___ Afternoon (1pm-4pm)

References:

Please provide two references not related to you.

Mr./Ms. _____

Title: _____ Phone: _____

Relationship: _____

E-Mail Address: _____

Mr./Ms. _____

Title: _____ Phone: _____

Relationship: _____

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

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