

**San Antonio Conservation Society**  
**Job Description**  
**HERITAGE EDUCATION TOURS**  
**Docents/ Guide Training**

The Heritage Education Tours Committee – Docents & Teacher Training Committee is charged with coordinating the training for the tour guides, docents, and teachers participating in the Heritage Education Tours. This Chairman should work closely with the Chairman of the Heritage Education Tours – Planning Coordinator Committee to ensure that teachers, tour guides, and docents are provided with training and volunteers are assigned to buses and historic sites as necessary.

**DUTIES OF THE CHAIRMAN**

1. Appoint members to Committee and present to President for approval. Assign committee duties to members.
2. Keep the president informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate committee activities.
4. Begin planning in late summer for the fall tours, usually held in early November. Coordinate scheduling with the Chairman of the Heritage Education Tours – Planning Coordinator Committee. Coordinate with the Staff Liaison all communications with teachers, tour guides, and docents.
5. Recruit enough committee members who will actively participate as volunteer tour guides and docents at the historic sites, along with the 25 guides provided by the Professional Tour Guide Association.
6. Coordinate orientation course for guides and docents preceding tour.
7. Include two Active Members (not on Board of Directors) and two Associate Members on the committee.
8. File a final report of the committee's activities before the June general membership meeting.