

# TOUR GUIDE

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**Reports to:** Volunteer Coordinator

## Program Description

Hoyt Arboretum is Portland's museum of living trees. People in the Portland metro area and from around the world enjoy exploring Hoyt Arboretum's collection of more than 6,000 trees. Tour Guides lead an informative and entertaining 90-minute tour along the arboretum's trails to teach visitors about Hoyt Arboretum, its tree and plant collections, and the arboretum's role in global conservation.

## Responsibilities

- Lead informative and engaging tours for Hoyt Arboretum's visitors
- Be an ambassador for Hoyt Arboretum
- Share knowledge about trees, plants and conservation with a focus on continued learning to enhance tour content
- Attend ongoing enrichment and training opportunities

## Qualifications

- Good communication and public speaking skills, as well as the ability feel at ease with people from a variety of backgrounds
- Willingness to share enthusiasm and knowledge about Hoyt Arboretum with visitors
- General knowledge of trees, plants, conservation, and the desire to learn more
- Comfortable walking on trails
- All volunteers must pass a background check

## Time Requirements

Tour Guides should be available to volunteer for a **minimum of 1 tour per month** during the tour season. Public tours are currently scheduled every Saturday and Sunday at 12:00 PM from April through October. We also conduct private tours upon request. Tour Guides are encouraged to be available for a **6-month commitment**.

## Training

Tour Guides are required to attend an introductory two-hour training session. During the training, volunteers will:

- Learn about Hoyt Arboretum, Hoyt Arboretum Friends (HAF), and its partnership with Portland Parks & Recreation
- Learn best practices for tour guides including communication, visitor engagement, and tour content
- Become familiar with resources for expanding knowledge of trees and plants found in Hoyt Arboretum
- Participate on a training tour along the arboretum's trails

Tour Guides will be required to participate in a follow-up small group training session prior to leading their own tours. Additional training opportunities are available to tour guides on an ongoing basis, and tour guides can receive individual support and training from Hoyt Arboretum staff and experienced Hoyt Arboretum tour guides.

## Benefits

Hoyt Arboretum volunteers are eligible for an annual Washington Park volunteer parking pass and complimentary membership with HAF after **15 volunteer hours** have been completed. Benefits include a 20% discount in the Visitor Center, discounts on classes, invitations to members-only events, and an annual volunteer appreciation celebration.

**To Apply:** Please email [volunteer@hoystarboretum.org](mailto:volunteer@hoystarboretum.org) or call (503) 823-1649 for more information.