****Washington Square Park Conservancy

Greeter-Tour Guide Program

Volunteer Application

Due: March 1, 2016

**About the Program**

The Washington Square Park Conservancy (WSPC) is a 501(c)3 not for profit organization working with the New York City Parks Department and neighborhood groups to ensure that Washington Square Park continues as a diverse and historical urban green space through engaging volunteers and raising funds to help keep the park clean, safe and beautiful.

WSPC is launching a Greeter-Tour Program led by trained volunteers to inform Park visitors and neighbors about the exciting horticulture, history, landscape design, and culture that the Park has to offer. From our resident hawks to the coveted Arch, the Park has many stories to be told!

**Volunteer Guide Description**

WSPC is seeking committed volunteers to donate their time and expertise for the launch of this free Park program. The WSPC Greeter-Tour Program provides an opportunity for interested volunteers to become an official Washington Square Park Docent.

The tour program will start in May and we anticipate that the program will continue through the fall. Docents will be expected to work a minimum of 2 shifts per month, and each shift will last 3 hours (totaling 6 hours per month). Shifts will be on Saturdays and Sundays from 10am to 1pm. Docents will lead guided tours of 10-18 people throughout the Park, as well as provide information about the Park and WSPC to visitors during their shift. Volunteers will work with a team of their fellow volunteers.

Volunteers must attend and participate in the program’s orientation, as well as complete required reading on the history of the Park. The orientation, which will begin in April, will consist of approximately 5 consecutive training sessions held in the evenings and/or on weekends that include group tour practice, speaker series, tour workshops, and on-site tour practice. By the end of orientation, each docent will be prepared to answer questions from park visitors and to lead his/her own unique tour of throughout the Park.

**Requirements**

Applicants should be:

* Comfortable speaking in groups / with the public
* Able to attend and participate in orientation sessions
* Willing and able to work two weekend shifts (three hours each) per month and meet the time commitment
* Able to help the team set up (able to lift at least 10 lbs)
* A positive representative of the Park and the Conservancy
* 18 years or older

No prior tour guide experience is necessary.

No fees or payments will be made, this is a volunteer role.

**Important Dates**

February 16 - Optional Information Session @ 6:30 pm, Greenwich Village Location TBD (RSVP by Feb. 12th)

February 20 - Optional Information Session @ 11:00am, Greenwich Village Location TBD (RSVP by Feb. 18th)

March 1 - Application Due

**Application Process**

Applications will be reviewed the week of March 1st. Candidates selected for in-person interviews will be notified beginning March 8th. Applicants selected to participate in the orientation program will be asked to re-commit to the program prior to orientation completion.

Please reach out to volunteer@washingtonsquareparkconservancy.org and/or attend an information session to learn more or ask questions.

This application **is due on or before 11:59 PM March 1**. Email your application to volunteer@washingtonsquareparkconservancy.org. No late applications will be accepted.

Please complete the questions below. The application should total no more than six pages when complete. This document can be saved to your computer and emailed as an attachment or copied and pasted into an email.

**Contact Information**

Name:

Address:

Email:

Phone (please indicate home or mobile):

How did you hear about this program?:

**Please provide contact information for one reference.**

Name:

Email:

Phone:

**Please submit answers to the following questions, *in no more than 250 words per question*.**

1. What is your favorite place to hang out in Washington Square Park? Why?
2. If you had to explain the Park to someone who had never visited, how would you convey its importance in the City?
3. Why would you make a good tour guide?
4. What experience do you have that aligns with this program?
5. What led you to apply for this tour program?
6. Do you have any issues with the time commitment and/or workload outlined in the position description?