

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

|                    |                             |                           |                           |
|--------------------|-----------------------------|---------------------------|---------------------------|
| <b>JOB TITLE:</b>  | Education Program Volunteer | <b>DIRECT SUPPORTS:</b>   | Molly (eventually Corrin) |
| <b>DEPARTMENT:</b> | Education & Engagement      | <b>DIRECTLY SUPPORTS:</b> | N/A                       |

## VOLUNTEER JOB SUMMARY

Education Program Volunteers are responsible for assisting in providing positive experiences for students, educators and chaperones to the High Desert Museum. The primary function is to support staff in orienting school groups as well as being a primary point of contact while school groups are on-site. Volunteers will be available to answer questions about content, educational materials, field trip logistics, and ensure schools are excited to return and feel welcomed into the Museum.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

|            |   |
|------------|---|
| <b>90%</b> | <b>Facilitating school visit logistics</b> <ul style="list-style-type: none"><li>• Provide an orientation to the Museum including rules and guidelines and handout additional chaperone maps as required</li><li>• Escort groups to specific locations of interest</li><li>• Encourage chaperones to utilize provided guiding questions to best facilitate the student experience</li><li>• Ask students guiding questions as they engage with exhibitions and visit animal habitats</li><li>• Respond to any questions about self-guided materials</li><li>• Help in keeping school group on schedule for Discovery Classes, lunch times, and to get back to the bus</li></ul> |
| <b>5%</b>  | <b>Planning with Education &amp; Engagement Team</b> <ul style="list-style-type: none"><li>• Check in with Education Program Volunteer lead to receive updates about visits for the coming weeks and to best understand responsibilities</li></ul>  |
| <b>5%</b>  | <b>Additional Duties</b> <ul style="list-style-type: none"><li>• Participate in ongoing Education &amp; Engagement centered trainings</li><li>• Assist with museum-wide events as available</li><li>• Participate in ongoing volunteer trainings including DEAI initiatives</li></ul>   |

## QUALIFICATIONS

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|-------------------|--|
| <b>EDUCATION/</b> | <ul style="list-style-type: none"><li>• High school diploma or GED</li></ul> |
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