# **VOLUNTEER JOB DESCRIPTION**

# **HIGH DESERT MUSEUM**

#### **POSITION**

JOB TITLE: Education Program Volunteer DIRECT SUPPORTS: Molly (eventually Corrin)

DEPARTMENT: Education & Engagement DIRECTLY SUPPORTS: 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)

	Facilitating school visit logistics		
	<ul> <li>Provide an orientation to the Museum including rules and guidelines and handout additional</li> </ul>		
	chaperone maps as required		
000/	Escort groups to specific locations of interest		
90%	<ul> <li>Encourage chaperones to utilize provided guiding questions to best facilitate the student experience</li> </ul>		
	<ul> <li>Ask students guiding questions as they engage with exhibitions and visit animal habitats</li> </ul>		
	<ul> <li>Respond to any questions about self-guided materials</li> </ul>		
	<ul> <li>Help in keeping school group on schedule for Discovery Classes, lunch times, and to get back to the</li> </ul>		
	bus		
	Planning with Education & Engagement Team		
5%	<ul> <li>Check in with Education Program Volunteer lead to receive updates about visits for the coming</li> </ul>		
	weeks and to best understand responsibilities		
	Additional Duties		
	Participate in ongoing Education & Engagement centered trainings		
5%	Assist with museum-wide events as available		
	Participate in ongoing volunteer trainings including DEAI initiatives		

## QUALIFICATIONS

EDUCATION/

High school diploma or GED

CERTIFICATIONS	None required			
EXPERIENCE	<ul> <li>Required - Some experience working with cl</li> <li>Preferred – Experience in both the formal are</li> </ul>			
SKILLS/ ABILITIES	<ul> <li>Enthusiasm for content throughout the Mushistory, and art</li> <li>Ability to adapt quickly and change plans ba</li> <li>Strong communication skills with visitors of</li> <li>Ability to provide clear and precise instruction</li> <li>Ability to manage behavior with basic redirection</li> <li>engaged in content and/or experience</li> </ul>	sed on visitor interest and needs all ages and backgrounds ons adapted for age range of audience		
PHYSICAL ELEMENTS	<ul> <li>This position involves extended periods of standing and walking as well as talking and engaging with young students</li> </ul>			
EQUIPMENT	Potential use of a microphone as needed			
USE				
ACKNOWLEDGMENT				
I acknowledge that I have read and understand the above volunteer job description in its entirety and				
am capable of performing all of the stated requirements.				
Employee Name	Signature	Date		