

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

**JOB TITLE:** Living History Volunteer Docent

**DIRECT SUPPORTS:** Associate Curator of Living History

**DEPARTMENT:** Education & Engagement

**DIRECTLY SUPPORTS:** N/A

## VOLUNTEER JOB SUMMARY

Living History Docents are entry-level interpreters responsible for guiding activities that supplement exhibits relating to the lives of historical 19<sup>th</sup> and early 20<sup>th</sup> century people in the High Desert. The primary function is to facilitate hands-on experiences, creating access for audiences, especially children, who might otherwise lack the prior knowledge necessary to engage fully with the passive interpretive elements of the outdoor Living History interpretive campus and inside the Spirit of the West gallery. Volunteers deliver information about the historic relevancy of activities, answer visitor questions, and support staff with set-up, clean-up, and overall safety. Volunteers will be available to answer questions about these interpretive areas and ensure visitors of all ages are excited to return and feel welcomed into the Museum.

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

75%	<b>Facilitate Hands-on Experiences</b> <ul style="list-style-type: none"><li>● Provide an orientation to the activity and connection to the associated Living History space.</li><li>● Set up (and occasionally fabricate) materials for easy visitor use/access.</li><li>● Ask participants guiding questions as they engage with the Living History space before or after activity.</li><li>● Respond to any questions about the exhibit or the Museum in general.</li><li>● Clean-up activity materials and return them to the Living History loft.</li></ul>
20%	<b>Research and Feedback</b> <ul style="list-style-type: none"><li>● Read relevant training materials to aid development of knowledge about the Living History interpretive sites and their history.</li><li>● Check in with Associate Curator of Living History about visitation, visitor engagement, and challenges with the different activities. Ask for guidance of staff interpreters when needed.</li></ul>
5%	<b>Additional Duties</b> <ul style="list-style-type: none"><li>● Computer use and tracking hours utilizing Volgistics volunteer database.</li><li>● Attend and participate in trainings.</li><li>● Assist with museum-wide events as available.</li><li>● Participate in ongoing volunteer trainings including DEAI initiatives.</li></ul>

## QUALIFICATIONS

### EDUCATION/ CERTIFICATIONS

- None required

### EXPERIENCE

- Required: Some experience working with children at the PreK-12 grade age range
- Preferred: Experience working in customer service
- Preferred: Experience in formal or informal education settings
- Preferred: Experience working in different art media

SKILLS/  
ABILITIES

- Enthusiasm for content throughout Living History interpretive spaces, including diverse human cultures, natural history, and the interplay between these subjects
- Strong communication skills with visitors of all ages and backgrounds
- Ability to provide clear and precise instructions adapted for age range of audience
- Ability to manage behavior with basic redirection and encouraging visitors to engage appropriately with content and/or experience
- Ability to adapt quickly and change plans based on visitor interest and needs

PHYSICAL  
ELEMENTS

- This position involves extended periods of sitting or standing in outdoor and indoor exhibit spaces as well as talking and engaging with children
- Moving art supplies throughout museum spaces

EQUIPMENT  
USE

- Computer 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