

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Teen Living History Attendant	DIRECT SUPPORTS:	Associate Curator of Living History
DEPARTMENT:	Education and Engagement	DIRECTLY SUPPORTS:	N/A

VOLUNTEER JOB SUMMARY

Teen Living History volunteers are entry-level interpreters who help visitors explore daily life in the High Desert during the 19th and early 20th centuries. Working at the ranch or in the Spirit of the West gallery, costumed teens engage visitors through primary source objects, hands-on activities, and informal conversation. Volunteers support staff-led interpretation, assist with set-up and clean-up, help maintain safe and welcoming spaces, and adapt their interactions to visitors of different ages and interests. While engaging with the public in an active, outdoor museum environment, volunteers will additionally answer visitor questions and assist with wayfinding.

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

80%	<p>Daily Programs</p> <ul style="list-style-type: none"> ● <i>Interpretation shifts at selected areas (Living History Ranch or Spirit of the West). Each shift is 9:00 AM to 1:00 PM</i> <ul style="list-style-type: none"> ○ <i>one or more weekday shifts from June 15th to August 19th</i> ○ <i>9:00 to 9:30 AM pre-shift and 12:30 to 1:00 PM post-shift evaluation meetings every shift</i> ○ <i>9:30 AM to 12:30 PM interpretation at galleries with one area change at 11:00 AM</i> ● <i>Utilizes and cares for interpretive kits and materials to help interpret regional and cultural history using curator-created activities based on visitor interest</i> ● <i>Interprets and responds to visitor questions about the individual structures and their significance as part of the Living History Ranch campus</i> ● <i>Keeps people and animals safe by redirecting or correcting human behavior (chasing chickens, making loud noises, throwing objects into habitats, climbing on rocks, etc..) in a positive and friendly manner by interpreting the needs of animals living in museum care</i> ● <i>Collaborates with museum staff on the development of new programs and actively engages in coaching processes</i>
10%	<p>Research and Training</p> <ul style="list-style-type: none"> ● <i>Attends required trainings</i> ● <i>Reads any assigned materials and self-educates to stay current on content and issues relevant to the history of the High Desert region</i>

	<ul style="list-style-type: none"> • Works with curators to update interpretation when new information is added
5%	Computer Use <ul style="list-style-type: none"> • Self-schedules and tracks time in Volgistics volunteer database
5%	Additional Duties <ul style="list-style-type: none"> • Complies with all Museum policies, procedures, and safety regulations. • Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS
EXPERIENCE
SKILLS/ ABILITIES
PHYSICAL ELEMENTS
EQUIPMENT USE

- N/A
- No previous experience necessary
- Comfortable with public speaking to individuals or small groups
- Ability to perform physical tasks including but not limited to, lifting 20 pounds, moderate walking, periods of standing 30 minutes or longer, and walking outside in weather conditions typical of Central Oregon
- Must be 11 years of age or older by first shift
- Frequent use of craft materials and/or historic artifacts
- Some 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 _____