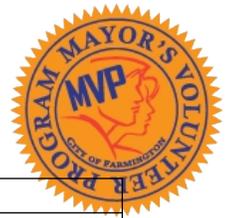


Volunteer Service Description



Title	Farmington Museum Education Services Volunteer
Pay Class	Volunteer - Unpaid
Commitment	Minimum lead 4 (1-2) hour tours per year & help with 2 (3-4) hour events per year
Number of positions	Unlimited

Department/Division	<u>PRCA/Museum</u>	Latest Review Date	<u>2/24/2014</u>
Personnel Review	<u>T. Swenk</u>	Department Review	<u>Kandy LeMoine</u>

Job Duties:

Essential Duties: Reports to and works under the supervision of the Education Coordinator or designee.

- Assists education staff with developing and conducting engaging interactive educational programming for all ages
- Shadows/observes staff and volunteers who conduct tours and programs to learn tour/program materials and techniques
- Personally greets and welcomes groups arriving for tours/programs
- Assists and/or conducts tours/programs for all ages
- Assists and/or conducts educational outreach programs at locations other than the museums
- Willing to learn and lead demonstrations/presentations offered for groups up to 60
- Works with education staff to refine existing tours/programs and define new tours/programs
- Assembles materials for presentations and assists with developing education packets and brochures
- Becomes proficient with tour/program materials and technologies through attending training sessions scheduled by education coordinator
- Becomes proficient about museum facility mission and goals
- Becomes proficient about museum facility long term and changing exhibits
- Becomes proficient about how museum facility store merchandise is related to exhibits and programs
- Complies with all policies and procedures
- Complies with volunteer standards and policies in PRCA Volunteer Management Manual

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



Volunteer Service Description



Qualifications:

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Attends orientation scheduled by volunteer coordinator
- Attends trainings scheduled by education coordinator
- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public
- Ability to work with both small (1-10) and large (10-60) groups of people for tours/programs
- Relates well to people of all ages and backgrounds, and may express a preference for working with specific ages/groups of visitors with whom volunteer has specialized experience or qualifications (preschoolers, teens, adults, bilingual, hearing or sight impaired, etc.)
- Stamina for enthusiastic children for extended periods of time
- Ability to listen and understand questions and provide accurate information
- Ability to perform duties as assigned with little supervision
- Ability to follow verbal and/or written instructions

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The volunteer is occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move up to 5 or 10 pounds. The volunteer may occasionally lift educational materials or supplies requiring up to 5 or 10 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



Volunteer Service Description



Work Environment:

The work environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not generally quiet and can become louder depending on types of scheduled tours, programs and events and the audience these tours, programs and events serve.

We are an Equal Opportunity Employer, M/F.