

December 2009

Dear Prospective Docent,

Thank you for your interest in becoming a volunteer docent at the Longmont Museum & Cultural Center. We are looking for enthusiastic individuals, men and women, to lead educational and interactive school programs for grades PreK through 5. Professional training is provided and a one-year commitment is required. However, previous experience or familiarity with the Museum is not necessary. Your energy and desire to work with children and volunteers will get you started – the Museum and docent corps will take care of the rest!

Enclosed are the following materials:

- ◆ Docent Open House Announcement
- ◆ Spring Calendar Overview
- ◆ Description of Docent Duties
- ◆ Museum Docent Application
- ◆ Museum's School & Teacher Program Brochure
- ◆ General Museum Literature

If you are interested in applying to the Museum's Docent Program, please fill out the enclosed **Docent Application, and return it, along with a resume and references, no later than Friday January 29, 2010, to:**

**Jill Overlie, Curator of Education
Longmont Museum & Cultural Center
400 Quail Road
Longmont, CO 80501**

If you have any questions, please feel free to contact me directly at (303) 651-8723 or jill.overlie@ci.longmont.co.us. I am more than happy to speak with you. Or, drop by the Docent Open House to chat with me and our current docents.

Sincerely,

Jill A. Overlie,
Curator of Education