

L O N G M O N T

MUSEUM

& CULTURAL CENTER

MUSEUM DOCENT PROGRAM

DESCRIPTION OF DOCENT DUTIES

POSITION SUMMARY & DEFINITION

Work with Museum education staff to train for and lead hands-on school tours and cultural programs in grades preschool through five. This is a part-time, non-paid, volunteer position, working throughout the year. Scheduling varies with tour/program reservations. Docents have winter and summer breaks.

ESSENTIAL DUTIES

- Complete all docent orientation and training sessions, including readings and other materials as assigned.
- Shadow tours and programs with a veteran docent before leading on your own.
- Lead educational school tours and programs for preschool through fifth grades during both fall and spring sessions.
- Supervise, give direction to, and ensure the safety of grade school children during their Museum visit.
- Represent the Museum as a goodwill ambassador, always making visitors feel welcomed.
- Attend various docent meetings and field trips.
- Keep current on docent-related materials as required for leading tours and programs.
- Work with Curator of Education, other Museum staff, and Museum volunteers as necessary.
- Participate in the Teacher Open House and Docent Open House
- Commit to a minimum of one full school year.

ADDITIONAL DUTIES

- Set up, take down, and maintain tour and program materials.
- Confirm tours and programs with school teachers, as needed
- Help oversee clean-up and lock-up of Museum classrooms.
- Participate in performance and program reviews.
- Provide feedback on tours, programs, and school groups.
- Help accommodate school groups that have lunch in the Museum's courtyard.
- Keep volunteer hours up to date in Museum logbook.
- Record and report any accidents or injuries that occur at the Museum.

INTERESTS & ABILITIES

Interests in:

- Working in a Museum environment and with museum education objects.
- Teaching and interacting with school children, ages 4 to 11, and diverse school groups.
- Learning and teaching regional history, including that of Longmont, the St. Vrain Valley, and Colorado.
- Learning and teaching the history of Plains Indians culture, including the Cheyenne tribe.
- Learning and implementing museum education practices in your tours/programs.
- Volunteer enrichment and social gatherings.

Abilities to:

- Work well with small and large groups of children, as well as individual children.
- Relate well with students through hands-on Museum education artifacts, art projects, and history-related educational activities.
- Handle multiple concurrent tasks and interruptions.
- Communicate effectively in English (Spanish desirable, but not required) with children, teachers, parents, and staff.
- Work well with museum staff and other Museum volunteers.
- Contribute and implement ideas to improve lesson plans and activities.
- Show sound judgment, initiative and discretion in performing tasks with minimal supervision.
- Care for and manage use of program materials, including hands-on education artifacts.
- Run engaging, effective, timely tours and programs.
- Be dependable and flexible.
- Be inspiring, energetic and enthusiastic! ☺

EQUIPMENT USED

Tables, chairs, paper cutters, die-cut machine, copier, laminator, rolling tour cart, step stool

WORKING CONDITIONS

All tours and programs are given at the Longmont Museum. Tours are presented in the main floor Museum galleries. Programs are presented primarily in the main floor classrooms. Working environment is indoors, heated and air-conditioned, in small and large spaces. During the spring, some school groups may have lunch in the outdoor courtyard. Work requires standing, bending, kneeling, sitting, moving around a lot, and lifting items up to 20 lbs. Training for leading tours and programs is required.

SELECTION PROCESS

Selection process will include a complete Docent Application review, personal interview, and reference checks. Final selection of docents is contingent upon successful completion of a criminal background check and fingerprinting as required by the City of Longmont for all adults working with children.