

Museum Volunteer Docent Job Description

Purpose: Woodburn's Historical Museum serves as the local destination for information on Woodburn and the surrounding area's past through the display of historic artifacts and photos. The Docent's objective is to advance the mission of the museum by conducting tours and other educational programs for the general public (children, adults, families).

Reports To: Recreation Services Manager

Responsibilities:

- Be on time at all scheduled shifts; when unable to attend a shift docents are asked to find their own docent replacement to cover their shift; the replacement docent must be one approved by the Recreation & Parks Department
- Deliver education programs and interpret Museum exhibits
- Provide an enjoyable and meaningful experience for program participants
- Ensure artifacts are properly handled
- Examine the building during the scheduled shift for unexpected hazards or concerns and notify the Recreation Services Manager of issues or concerns as soon as possible
- Enforce all Woodburn Museum policies and rules
- Report any problems with patrons or downtown activity to the Recreation Services Manager or the Woodburn Police Department
- Docents are NOT permitted to accept donations; should a community member visit the museum with a donation in hand, dumping is NOT permitted; all donations must go through the Recreation Services Manager and the docent should refer the visitor to call the Recreation Services Manager at 503-982-5266
- Report any alarm calls (whether false or valid) to the Recreation Services Manager by calling 503-890-7253
- Ensure the panic button is placed in its proper storage location at the end of the scheduled shift
- Ensure the alarm is set at the end of the scheduled shift
- Should the alarm not be armed upon entry for the scheduled shift, notify the Recreation Services Manager
- Be accessible by phone or email

Qualifications:

- Must be enthusiastic, pleasant, flexible, understanding, dependable and willing to learn
- Must have an interest in working with people
- Must have good public speaking skills and have an interest in other cultures and history
- Experience in education or teaching can be helpful, although not required
- Ability to attend meetings for the Volunteer Docents
- Able to communicate effectively

Requirements:

- Must be able to successfully pass a criminal background check
- Must observe a museum docent prior to first scheduled shift

Time Commitment:

- Must be available for at least one 4 hour shift every month on a Saturday or Sunday
- Ability to make a minimum commitment of six months desired