



Volunteer Docent

General Description: The Volunteer Docent will provide information to museum visitors and give tours. This volunteer will work with and report to the Assistant Director and the Museum Educator. Duties include giving tours, being available to explain museum contents to visitors, and assist with events and special programming.

Schedule: The volunteer, Assistant Director, and Educator will determine the volunteer's work schedule. Although the volunteer's hours and work times can be flexible, the volunteer may need to commit to a regular schedule.

Supervisor: Alice Donahue, Assistant Director
Office Phone: 410-765-9617
Email: donahue.nem@gmail.com

Training: The volunteer will receive New Volunteer Orientation training at the onset of their service with the museum. Special training for museum content and guiding tours will be provided to the volunteer. Prior knowledge of communications and/or defense electronics are a bonus, but not required.

Qualifications: Docents should be outgoing and friendly. They should have the ability to work and communicate effectively and cooperatively with a diverse public, as well as with museum staff and other volunteers, and able to work independently. Docents should be able to tolerate shifts of 1 to 4 hours. Prior experience as a museum docent or guide is not required.

Other Requirements:

- The volunteer will be provided with a badge which they should wear visibly at all times when they are representing the museum, on site or off site.
- The volunteer will be given a volunteer manual which outlines Museum procedures and policies; volunteers will adhere to the policies and procedures detailed in the manual.
- Must be at least 18 years of age.

Benefits:

- Volunteer Docents will have the opportunity to meet and educate a wide variety of museum visitors.
- Discounted or free admission to many museum programs and events
- Invitation for two to attend the Annual Volunteer Banquet (First Friday of each December)
- Free individual admission for the volunteer during museum hours
- Certificates recognizing accumulated hours of service