

Ann Arbor Hands-On Museum & Leslie Science & Nature Center

Preschool Gallery Docent Volunteer Position Description

Position Type & Expected Hours of Work: This is a volunteer position with flexible volunteer schedule based upon programming needs and volunteer availability. Volunteers must commit to a minimum of 4 hours of service (one shift) per week for a minimum of three consecutive months.

Summary: Preschool Gallery Docents help make the preschool gallery fun by promoting safe play and enforcing gallery policies. Under the supervision of Public Programs and Preschool staff, Preschool Gallery Docents are responsible for answering visitor questions about the Museum, facilitating preschool gallery activities and exhibits, doing minor cleaning, and helping staff with visitor experience and customer service.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Kindly and appropriately enforces visitor behavior policies, and ensures visitors are using materials safely and in the intended manner.
2. Ensures that the Preschool Gallery is safe, clean, and inviting for all visitors.
3. Sets up and tears down activities as needed, ensuring proper materials are available for use.
4. Facilitates interactive activities to the public in a fun and engaging manner.
5. Serves as a front-line Museum representative by accurately answering visitors' questions and responding to concerns.
6. Communicates in a clear and timely manner with paid staff and supervisors to ensure excellent customer service.
7. Attends all required training, including an orientation and three training shifts at the start of service period.

Work Environment: The work is inside a Museum. The noise level in the work environment is usually moderate to loud when delivering programs to large groups.

Physical Demands: While performing the duties of this role, the volunteer is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The volunteer is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling and climbing stairs.

Preferred Skills and Qualities: Background in early childhood, pedagogy, informal or formal education and/or science/nature center education, or the desire to deepen knowledge in these fields. Ability to stay calm when dealing with emergencies. Patience and understanding in managing potentially difficult situations. Ability to multi-task, stay organized and work collegially within a small organization. Excellent customer relations orientation and communications skills. Punctuality and reliability. Ability to work and communicate with adults and children from diverse backgrounds. Ability and willingness to engage students and families including leading songs. Interest in learning a wide variety of subject matters. A strong and active interest in learning and personal growth, including the ability to give and receive feedback with colleagues. Able to receive criminal record and central registry clearances required by organizational policy.