

# **Ann Arbor Hands-On Museum Volunteer Job Description**

## **Docent**

### **Summary of Position**

Docents are a key presence on the floor of the Museum, specializing in facilitating exhibits and interacting with visitors of all ages. Under the supervision of Public Programs Staff, the Public Programs Manager, and the Director of Programs, this person is responsible for answering visitor questions about the Museum, facilitating exhibits, and helping staff ma

### **Training**

Docents must attend a one-time volunteer orientation before beginning to volunteer and complete three docent training shifts. It is recommended that docents spend at least 3 shifts as an Activities Facilitator prior to beginning docent training.

### **Hours**

Docents are needed Mon-Fri from 10:00am to 2:00pm, Saturday from 10:00am to 4:00pm, and Sunday from 12:00pm to 4:00pm. Docents must be able to commit to at least 2 shifts per month. Shifts are typically 2 hours long.

### **Essential Duties and Responsibilities:**

1. Facilitates exhibits in an engaging and fun manner.
2. Answers visitor questions about the Museum accurately and clearly.

### **Knowledge, skills and abilities:**

1. Willingness to learn
2. Strong communication and collaborative skills
3. An upbeat, positive attitude
4. Experience and/or coursework in science, technology, or education preferred
5. Patience and understanding in an often busy environment
6. Must be at least 14 years old