

Ann Arbor Hands-On Museum Volunteer Job Description

Lead Facilitator

Summary of Position

Lead Facilitators are an important liaison between staff, volunteers, and visitors. Lead Facilitators train Activity Facilitators on event procedures, and work alongside Activity Facilitators to lead activities, answer questions, and maintain the activity space. Lead Facilitators also work closely with the Public Programs & Volunteer Manager and the Volunteer Coordinator to adjust activities, maintain supplies, and provide support to other volunteers as needed.

Training

Lead Facilitators must volunteer as an Activities Facilitator for a minimum of 25 hours prior to becoming a Lead. Lead Facilitators will also complete additional training on facilitation techniques, answering visitor questions and supply locations/restocking procedures.

Hours

In Summer of 2017, Lead Facilitators must be able to commit to one or more consistent shifts per week, for a minimum of 6 weeks. Lead Facilitators are expected to arrive 15-30 minutes before the start of the Activities Facilitator shifts to assist with set-up, and receive any training specific for the shift. Lead Facilitators are expected to stay 5-15 minutes after Activities Facilitator volunteers are done to help with transition into the next shift (if morning shift) and/or clean up the activity space and restock supplies for the next day (if an afternoon shift).

Note: This position will be available beyond Summer 2017; required commitment TBD.

Essential Duties and Responsibilities:

1. Leads other volunteers in effective facilitation of hands-on activities, including giving verbal instructions, modeling strong facilitation, and giving constructive feedback.
2. Able to monitor a sometimes chaotic environment and adjust accordingly, including redistributing volunteers, adapting activities, and calling for staff assistance when needed.
3. Delivers interactive activities to the public in a fun and interesting manner
4. Assists with set-up/take-down of activities
5. Fills out brief report at the end of each shift and turns it into the Volunteer Manager.

Knowledge, skills and abilities:

1. Strong skills in delivery of interactive activities; experience in public speaking, theater and/or music performance is a plus.
2. Strong communication and collaborative skills.
3. Willingness to learn.
4. An upbeat, positive attitude.
5. Experience and/or coursework in science, technology, or education preferred.
6. Patience and understanding in an often busy environment.
7. Must be able to stand for 1 hour and lift 10 lbs from the ground.
8. Applicants must have completed 11th grade or beyond.

To Apply: Email volunteer@aahom.org with a 1 paragraph statement of why you are qualified for this position.