City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Museum Tour Guide
Last Updated: March 2013

Committee Leadership
Museum Curator
Katy Lewis
303-987-7879
cailew@lakewood.org

Committee Purpose
The Tour Guide Committee's primary purpose is to educate visitors about the history of Lakewood during the 20th Century.

Responsibilities
The committee volunteers are responsible for providing historical facts tours of historic buildings to visitors of all ages, presenting history of those buildings in an informative and engaging manner, and helping the public understand the importance of the preservation of artifacts and history.

Qualifications
The volunteer must be able to prove the following ability to:

- Effectively complete job assignments despite changing priorities
- Memorize historical facts
- Work with visitors of all ages and abilities
- Stand and walk for approximately one hour at a time
- Use vision to work with artifacts and handwritten items
- Use basic addition, subtraction and multiplication skills

Age Requirement
The minimum age requirement for this committee is 16 years old.

Schedule
Tours are random. Mainly tours are scheduled Tuesday – Friday 11 am – 3 pm.

Training
Training will be provided by the Museum Curator in one session. The session will last approximately two hours. In addition, each new volunteer will be scheduled for two or more shadowing shifts during which the new volunteer will follow a veteran volunteer and learn the positions' responsibilities. After completing the training session and shadow shifts, the Museum Curator will determine if volunteer is capable of working in this committee or should be reassigned.

Dress Code
Khaki pants, volunteer t-shirt and comfortable shoes. If the volunteer does not have a volunteer t-shirt, one will be provided upon arrival.

Work Environment

Indoor/Outdoor – This committee participates year-round. The changing Colorado weather is a strong factor.

Punctuality and Absenteeism
If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership prior to their shift.