

City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Tour Guide
Last Updated: May 2011



Committee Leadership

Museum Curator
Jamie Wilms
(303) 987-7879
jamwil@lakewood.org

Schedule

The Tour Guide Committee does not have a set schedule. Volunteers are notified of tour opportunities after a tour is scheduled.

Committee Purpose

The Tour Guide Committee's primary purpose is to educate individuals of all ages to the history of Lakewood during the 20th Century.

Responsibilities

The committee volunteers are responsible for providing 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/or walk for approximately two hours at a time
- Use vision to work with artifacts and handwritten items
- Use basic addition, subtraction and multiplication skills

Training

Training will be provided by the Museum Curator in two sessions. Each session will last approximately three hours. After completing the training session, 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.