

Position Title: Education Volunteer

Responsible to: Education Assistant

Key Objective:

The education volunteer will help preserve the legacy of the Canterbury Shakers and provide visitors with a place for learning, reflection and renewal of the human spirit by engaging and educating children and other visitors. This will be accomplished by working one-on-one with children and others during special events; explaining and helping visitors execute craft activities. The education volunteer should be friendly and patient. He/she should have or desire experience working with children and is ideally an education major, teacher, or care provider. Education volunteers will make the Canterbury Shakers accessible to children by explaining how the craft activities relate to the Shakers. Their manner will contribute to an enjoyable and active experience for visiting families, and instill a positive view of the museum in children.

Key Work Areas:

General

1. Keep commitment to show up at special event or school program
2. Attend all trainings for event activities
3. Familiarize yourself with museum geography so that you can answer visitors' question – such as where is the restroom
4. Show up on time and with a positive attitude
5. Punch in and out on your volunteer timecard every time you volunteer
6. Keep your nametag at Brethren's Shop when not volunteering, and wear it on every scheduled day
7. Dress is weather appropriate business casual
8. Communicate any questions or concerns to the education assistant or site coordinator
9. If you encounter any problems with a visitor, contact site coordinator immediately

Activities

1. Be friendly to all visitors and try to engage children especially
2. Understand craft activity directions and communicate these directions in a way that children and other visitors can understand
3. Help children make their craft if necessary
4. Communicate to children how the craft relates to the Shakers
5. Make sure that all materials are kept in order
6. Call site coordinator if any materials run low
7. You are not a babysitter – call site coordinator immediately if parents try to leave their children with you