

Community of Christ

INTERNATIONAL HEADQUARTERS POSITION DESCRIPTION

Position Title: Volunteer Children's Peace Pavilion
Museum Docent

Status: Volunteer

This is a volunteer position.

Classification: None
Grade: Non-Graded

Position Summary: The Volunteer Children's Peace Pavilion Museum Docent role is a non-paid position and is essential in ensuring a welcoming, safe, and enjoyable visit for the museum's visitors. It is especially important this person have the ability to relate well with children and families. This volunteer position requires an understanding of peace concepts and principles. Duties include ensuring a quality experience for all visitors by greeting and educating visitors, answering questions, and acknowledging visitor comments and concerns. Additional responsibilities involve scheduling and coordinating group and individual visits. The Museum Docent is responsible for ensuring the Children's Peace Pavilion operates smoothly and efficiently by maintaining cleanliness and organization of exhibits and exhibit areas, and ordering and restocking all museum supplies. In addition, the Museum Docent will participate in special museum events, special projects, and staff meetings.

Work Experience: Entry Level

Education: High School or GED

Qualifications Include:

1. Understanding of peace concepts and principles
2. Excellent customer service skills
3. Computer skills, using the Internet, Microsoft Office and ACT software.
4. Skill in understanding and operating in organizational structures. Knowledge of Community of Christ.
5. Organized, flexible, and able to multi-task
6. Attends to details, proof reads for accuracy
7. Background in education or child-related services
8. Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire
9. Presentation skills

Key Competencies Include:

(1-23):	1-Action Oriented	(1-23):	21-Managing Diversity
(1-23):	11-Composure	(1-23):	22-Ethics and Values
(1-23):	15-Customer Focus	(1-23):	None
(24-47):	24-Functional/Technical Skills	(24-47):	39-Organizing
(24-47):	29-Integrity and Trust	(24-47):	None
(24-47):	33-Listening	(24-47):	None
(48 -68):	62-Time Management	(48 -68):	None
(48 -68):	49-Presentation Skills	(48 -68):	None
(204-271):	271-Peacemaking	(204-271):	None

Primary Responsibilities Include:

Visit Experience

- Schedule visits

- Greet all guests in a friendly and professional manner
- Orient groups arriving on fieldtrips
- Interact with museum guests, most especially the children, to ensure an educational and fun visit
- Ensure a safe museum for all
- Provide peace education support to all guests
- Address any questions or concerns of guests
- Set up and maintain a database for keeping track of museum visits, visitor information, and other relevant data.
- Maintain smooth operations for optimum enjoyment of museum guests
- Account for donations and gift shop sales

Space

- Perform all opening and closing duties
- Maintain clean environment
- Order and restock supplies
- Oversee upkeep and maintenance of exhibits
- Ensure clear, easy-to-read signage

Other

- Arrange schedule with supervisor
- Attend staff meetings
- Perform additional duties and other responsibilities as may be assigned

Organizational Relationships:

Team member on primary team and other as able

Organizational Relationships: None

Interactions:

Interacts with members of Int'l. Headquarters

Interactions: Interacts with members of field staff

Additional Comments: Represents the Children's Peace Pavilion to the public.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.