



South Jordan City

Volunteer Job Description

Title:	Museum Docent Volunteer	Effective Date: 6/1/16
Department:	Community Services	
Division:	Gale Center	Position Type: Volunteer

GENERAL PURPOSE

Perform a variety of duties related to the day to day operations and events of the Gale Center of History & Culture.

SUPERVISOR

Museum Coordinator

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Serve as an advisor to the Gale Center Foundation; establish and maintain museum policies as they pertain to its mission, explain city policies and procedures, enhance board members' ability to identify fundraising opportunities; and provide guidance.

Assist in planning and scheduling annual calendar of programs & educational opportunities.

Care for and exhibit the Museum's collections within an educational forum.

Provide office support, answers phones, interacts with the public, and other duties as assigned.

Greet public; direct requests for information.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Knowledge, Skills, and Abilities:

Ability to work independently as well as with a team. Ability to work effectively with continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment.

2. Working Conditions:

Willingness to volunteer evenings and weekends. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.