

Volunteer Docent

Job Description: A Docent is a trained volunteer who is expected to lead our Education School Programs that adhere to California Curriculum Standards to school- aged children ranging from K-12th grade, but mostly 3rd-5th grade.

Place of Work: School programs are designed for in-person or virtual presentations in the Sacramento History Museum's galleries, or as outreaches at the school. In-person programs or virtual programs may take place inside the museum or in front of the museum for our outdoor programs. Occasionally these programs can also take place at our satellite facility located a couple of blocks from the museum. We also offer outreach programs that take place in the classroom at the school.

Qualifications:

- Enjoy interacting with elementary school-aged children, teachers, and parents.
- Ability to learn and share accurate information and history with students and visitors.
- Commitment to continued learning as museum exhibits and programs evolve.
- Ability to be flexible and adaptable to any last-minute changes on the day.
- Ability to pass a background check.

Staff Supervisor: Docents report to the Education Manager. For daily operations, docents may report to the Education Manager or other Education Staff Leads for the day.

Duties and Responsibilities:

- Lead Education School Programs for school-aged children per docent training.
- Ability to lead groups through the galleries, engage in public speaking, interest in learning local Sacramento history and willingness to follow the educational school programs curriculum.
- Work effectively with other docents, volunteers, and museum staff, and assist with the care and use of supplies and materials.
- Can commit to volunteering for a minimum of 40 hours a year.

Training Requirements: All potential Docents will participate in Volunteer Orientation (3 hours on 1 day); staff lead docent training for all education school programs (10 hours over 4 days); shadow all school programs; and present one of the educational programs to the Education Manager and Education Staff to complete training. Training timing varies based on volunteer and program availability and will be discussed further during the Docent training. Typically, training takes 1-2 months to complete.