



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

Recreation & Parks Volunteer Position Description

POSITION TITLE: Docent Volunteer

PROGRAM: Helson Gallery Exhibition

CUSTOMER GROUP: Community at large

POSITION PURPOSE:

Docents facilitate conversations and lead activities with visitors in the Helson Gallery's Permanent Collection, Special Exhibitions, and Outreach Programs. Docents promote a deeper understanding and appreciation of exhibition goals and help ensure that Gallery visitors have amazing experiences.

REPORTING TO: Curator, Cultural Centre

TIME COMMITMENT:

Minimum one 4-hour shift per week

The Helson Gallery open hours (Wednesday to Sunday 1pm to 5pm, also Thursday 5pm to 8:30pm and during Theatre shows)

JOB DURATION: 12-week commitment

LOCATION: Helson Gallery, Halton Hills Cultural Centre

POSITION DUTIES/RESPONSIBILITIES:

- Arrive on time to all scheduled shifts
- Attend and actively participate in ongoing docent training
- Be familiar with and follow all policies, procedures and emergency protocols
- Engage visitors in conversations and dialogues regarding the museum's collections and temporary exhibitions
- Ensure a memorable and positive visits, including ensuring comfort and safety of visitors while fostering educational growth
- Participate in specialized programs that may be developed (e.g., Docents in the Schools, Speakers Bureau, Drawing in Galleries, Family Tour, etc.)
- Seek clarification and guidance from Cultural Centre staff when needed
- Serve as liaisons between staff and visitor

QUALIFICATIONS & SKILLS: ****Art knowledge and educational training are not pre-requisites*

- Minimum 18 years of age
- Completed mandatory training
- Creative & critical thinker
- Curiosity
- Embrace change and challenge
- Enthusiastic personality
- Positive energy
- Proficient in spoken English
- Public speaking ability
- Resourceful

BOUNDARIES/LIMITATIONS:

- Volunteers will not use Town of Halton Hills equipment for personal reasons
- Volunteers will not perform the core functions of staff positions
- Volunteers are not responsible for creating the program plans
- Volunteers will not take the lead in emergency situations

VOLUNTEER BENEFITS:

- Training and education about 20th Century visual art,
- Confirmation of hours and reference letters available upon completion of volunteer commitment
- Meet new people and develop relationships for potential job opportunities in the future

ORIENTATION/TRAINING:

- Must complete mandatory training prior to starting as a volunteer – approx. 2.5 hours
- Must attend a mandatory first day orientation – approx. 30 minutes

SUPERVISION & SUPPORT:

- During program, volunteers will have minimal direct supervision
- The Curator, Cultural Centre Supervisor, or other Cultural Centre staff will be available to address concerns or questions during the placement
- It is the responsibility of the volunteer to ask questions and seek support and guidance where needed

VOLUNTEER EVALUATION:

Volunteers receive a performance evaluation at the end of a program session and or upon their departure. Volunteers are also encouraged to complete a self-evaluation as well as an evaluation of the volunteer program in general

RISK LEVEL:

MEDIUM – minimal supervision

SCREENING:

- Application
- Interview
- Signed agreement form
- 2 reference checks
- Police Security Clearance – to be completed every 3 years
- Orientation and training
- Ongoing supervision and training
- Final evaluation

Date Developed: March 22, 2013

Revision Date: