

## POSITION DESCRIPTION

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<b>Position:</b>	Volunteer Docent
<b>Department:</b>	Museum
<b>Reports To:</b>	Director of Museums
<b>Desired Availability:</b>	January 15 – December 15 (4-12 consecutive days of availability during season)

### Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

This is a VOLUNTEER position. The primary function of a National Scouting Museum Docent is to offer personal assistance to our visitors while they are in the museum's exhibit galleries, library, and public areas. Exhibit subjects include everything from BSA and OA history to Native American culture, western expansion, fire ecology, and even artwork. Docents need not "know it all", but a good understanding of BSA history is valuable.

### Primary Duties & Responsibilities

- Familiarity with current Docent Manual (which is provided prior to arrival)
- Welcome and provide basic orientation and directions to visitors
- Answer questions and provide brief program to museum visitors in the Lobby & Exhibit galleries
- Assist with Scouting Heritage Merit Badge requests
- Research subjects covered in the exhibits in order to be able to provide the above duties
- Assist visitors in the Seton Library, when necessary
- Other duties as assigned

### Qualifications/Experience

- Docents should have a good understanding of the Scouting program including Aims & Methods, rank advancement and importance of the "Outdoor Classroom" (Experience as a Scout leader is greatly beneficial)
- Basic knowledge of 20<sup>th</sup> century American history
- Great public communication skills and cheerful disposition
- K-12 educational experience is a huge plus!

### Physical Requirements & Work Environment

- Work environment is inside an air-conditioned building with concrete floors and carpet

- Docents must be able to move about the museum under their own power/control for ~8 hrs/day
- Docents must be able to carry on a conversation with visitors of all ages

### Additional Information

Docents are asked to be on site for a minimum of 4 consecutive days but no more than 12. Typically, this is a 7-day volunteer position per season, however this is adjustable based on availability and need.

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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 8/21/2020