

## **Liberty Hall Historic Site Volunteer Job Descriptions 2010**

### **Tour Guide**

The Tour Guide volunteer gives tours of Liberty Hall and the Orlando Brown House to individual visitors, groups, and schools. Tour guides work at least one 3.25 hour shift each week. Available shifts are 10:00 a.m.-1:15 p.m. and 1:15-4:30 p.m., Tuesday-Saturday. Tour Guides report to the Tour Administrator.

#### *Responsibilities*

- Learn basic tours provided by the Tour Administrator, Curator or Educator
- Learn special tours, such as school tours, April Fools Tours, and other thematic tours, as assigned
- Research topics of interest and incorporate information into tours or work with Educator and Curator to develop special thematic tours
- Give tours to visitors, groups, and school groups
- Handle tour admission and record visitation, if no greeter is available
- Sell museum store items, if no greeter is available

#### *Skills*

- Self motivated
- Comfortable with public speaking
- Enjoys working with the public
- Able to work with children/seniors/other special groups
- Willing to learn to operate cash register and credit card machine
- Interested in learning more about the Brown family and local history

#### *Requirements*

- Work at least one 3.5 hour shift each week on a regular schedule
- A one-year commitment
- Able to walk up and down stairs easily
- Are at least 17 years old