



# Volunteer Docent Job Description



## Position Description

Our education programs teach members of the public about the rich history of Port Moody. Topics addressed in programs include railway history and work, local industry history and current issues, First Nations history, BC history and Canadian culture from the past century. As a docent, you will work with groups of 10-30 people to deliver hands-on educational programs that promote critical thinking. We offer programs for elementary and secondary students, community youth groups, preschools, ESL schools and seniors' organizations. The majority of groups who visit the museum are within the ages of 6-12 years old. Most programs are 90 minutes in length and are offered Monday to Friday in the morning or afternoon. To learn more about our programs visit [www.vcn.bc.ca/pmmuseum](http://www.vcn.bc.ca/pmmuseum).

## Role of the Docent

- deliver education programs and interpret Museum exhibits
- provide an enjoyable and meaningful experience for program participants

## Responsibilities

- lead program(s) for which you are trained
- interact with program participants in a positive and engaging manner
- ensure that program goals are met
- ensure programs are delivered in a timely way
- ensure program materials are properly handled and maintained
- assist with the set-up and take down of program materials

## Qualifications & Personal Traits

- enjoy working with children
- excellent speaking skills in English or French
- comfortable speaking in front of groups
- desire to learn about Port Moody history
- able to lift materials related to programs
- reliable and punctual
- outgoing and enthusiastic
- able to work independently
- patient

## Time Commitment

Docents are expected to be available for one 5 hour shift or two 2.5 hour shifts each week. Please be able to make a minimum commitment of one year. We are able work around vacations and exams. We ask that you are flexible as the number of programs scheduled varies from month to month and can change with little notice.

## Training, Orientation and Supervision

Museum staff schedule, support and supervise docents. Programs will be modeled by staff for docents. Docents are encouraged to lead groups as they are comfortable. Staff will provide support for a docent until they are able to lead independently. All docent will receive a copy of our Docent Handbook as well as notes for each program and material about Port Moody history.

**For more information or to apply contact the Programs Coordinator, Rebecca Clarke  
at 604-939-1648 or [programs.pmmuseum@telus.net](mailto:programs.pmmuseum@telus.net).**