

## **DOCENT VOLUNTEERING DESCRIPTION**

Education Department

TITLE: General Tour Docent

SUPERVISOR: Director of Education

DESCRIPTION: Support the educational mission of the Museum by providing an accurate, informative, and enjoyable tour of the Museum that focuses on the life and career of Henry Flagler, the invention of modern Florida, including the history of Palm Beach and the building of Whitehall, and an overall context of the Gilded Age.

DUTIES: Protect, preserve, and accurately reflect the Museum's mission by enforcing Museum policies. Research and interpret the life of Henry Flagler by conducting guided tours of the Flagler Museum. Be available to answer Visitors' questions with appropriate and historically accurate information.

### QUALIFICATIONS:

- Enthusiasm about history and museum education.
- Ability to effectively interact and communicate with a wide range of Visitors from several cultural backgrounds.
- Dependability and flexibility.
- Ability to enforce the Museum's policies and regulations, as well as passionately interpret the Museum's mission.
- Ability to stand or walk for long periods.

### TIME COMMITMENT:

- 75 hours per year
- Business hours (9 am - 5 pm) Tuesday - Sunday, may vary depending on tour shift availability.
- Year-round availability preferred.

TRAINING: Attending the Tour Docent Training Course. Required Reading. Continuing education sessions as required. Remain current on all visitor policies and procedures.

EVALUATION: Different occasions throughout the year, at the discretion of the Education Manager.

**DOCENT VOLUNTEERING DESCRIPTION**  
Education Department

TITLE: School Tour Docent

SUPERVISOR: Director of Education

DESCRIPTION: Support the educational mission of the Museum by providing an accurate, informative, and enjoyable tour of the Museum that focuses on the life and career of Henry Flagler, the invention of Modern Florida, including the history of Palm Beach and the building of Whitehall, and an overall context of the Gilded Age.

DUTIES: Protect and preserve and accurately reflect the Museum's mission by enforcing Museum policies, researching and interpreting the life of Henry Flagler by conducting guided tours of the Flagler Museum, and being available to answer Student Visitors' questions with appropriate and historically accurate information.

QUALIFICATIONS:

- Enthusiasm for history and museum education.
- Ability to effectively interact and communicate with Student Visitors (grades 4-12) from different cultural backgrounds.
- Dependability and flexibility.
- Ability to enforce the Museum's policies.
- Ability to stand or walk for long periods of time.

TIME COMMITMENT:

- 75 hours per year
- Hours (10:30 am – 12:00 pm) Tuesday – may vary depending on tour shift availability
- Year-round availability preferred

TRAINING: Tour Docent Training Course. Required Reading. Continuing education sessions as required. Remain current on all visitor policies and procedures

EVALUATION: Different occasions throughout the year, at the discretion of the Education Manager.