



## Volunteer Position Description

**Volunteer Position Title:** Museum Educational Ambassador

**Functional Team:** Learning Services

**Reports to:** Museum Programs Administrator & Volunteer Coordinator

**Description of Role:** The Museum Educational Ambassador will represent a variety of interests at the Kentucky Historical Society. Our ambassadors familiarize guests with KHS's facilities, help with wayfinding, and supply general knowledge during special events and group tours. By having someone dedicated to these responsibilities year-round, operations will go smoother for visitors and staff at KHS. If you like wearing many hats, this is the position for you!

**Primary Responsibilities:** Tasks vary widely based on general needs. These jobs will be periodically posted for you to choose from on our Sign Up posting. You can pick and choose which tasks you wish to devote your time to. Duties may include, but are not limited to:

- welcoming groups to specific sites on KHS Campus (History Center, Kentucky Military History Museum, and Old State Capitol)
- Engaging groups by displaying investigation stations (educational touch carts)
- Monitoring various galleries
- Help facilitating events by interacting with families through hands-on activities.
- distributing supplies for Learning Labs

**Skills Needed to be Successful:** This person should be energetic, enthusiastic, and work well with people of all ages and backgrounds. Communication and wayfinding skills required. Educational, public speaking, or a related background preferred.

**Required Training:** Training will differ by job requirement. Some tasks may only require 10 - 15 minute same day onboardings, while other responsibilities may be scheduled for 2 - 3 hour orientations.

**Required Equipment:** Tools and materials vary by task, but all equipment will be provided.

**Recommended Time Commitment:** Shifts vary by task and KHS scheduling. We recommend devoting one or two days per week (Tuesday - Friday) as having open availability.



**Number of Volunteers Needed:** Unlimited

**Is this an ongoing need?**

- ☒ Yes
- ☐ No

**The position is open to the following:**

- ☒ Adult Volunteers (18+)
- ☒ VolunTeens (13-17)