

# **VOLUNTEER ASSISTANT EDUCATION OFFICIER**

## *Statement of purpose:*

All volunteer roles must actively support the museum's mission in the interpretation and care of Egyptian Archaeological material and related documentation for the education and entertainment of the public. They will do this by actively practising the three core roles of the museum in any role they undertake: **Preservation of the collection; Education and Widening participation.**

**Responsible to:** The Volunteer Manger

**Supervisor:** The Assistant Curator

**Purpose:** To provide educational groups with a stimulating and enjoyable experience, through developing and delivering key skill based activities centred on the Egypt Centre's collection and gallery, with the Assistant Curator.

## **Criteria to be completed prior to role being attained:**

- 100 hours completion
- Completion of Educational Leader Criteria
- Delivery of all educational activities that the Egypt Centre provides
- Working knowledge of all cases in museum
- MAINTENANCE OF ROLE: Educational refresher course attended every year along with updating relevant training when necessary

<b>Key duties and Responsibilities</b>	<b>Outcome Expected</b>
<i>Educational delivery (core job)</i>	<i>Schools and visitors have the designated educational activities delivered</i>
<i>Visitor and customer care (core job)</i>	<i>Visitors have a stimulating and enjoyable experience</i>
Ensure smooth running of school groups	Timekeeping, safety of children
To enhance activities required by Assistant Curator	
To developed new educational activities compatible to National Curriculum in Wales	
To review, update, rewrite any education material with the Assistant Curator	
To complete other educational tasks as required	

## Skills Required

- Communication Skills
- Good standard of numeracy and literacy
- Organisation
- Customer Relations
- Ability to work with precision and accuracy
- Ability to work under pressure
- Understanding of Key Skills and National Curriculum
- Reliable
- Positive manner
- Computer Literate
- Creative