VOLUNTEER EDUCATIONAL ASSISTANT

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
Role Purpose: To provide assistance to the educational leaders in the delivery of educational activities. While there are no educational groups aid gallery assistants in gallery supervision and visitor care.

Criteria to be completed prior to role being attained:
- **20** hour induction –to include the completion of the following:
- Health, safety and safeguarding training (induction)
- Customer Care 1 (30 min staff workshop)
- Completion of all tasks in workbook for this role
- All 3 public activities delivery and assessment (mummification/materials/senet)
- Key skills and curriculum workshop (30 min staff workshop)

Key duties and Responsibilities	Outcome Expected
Assisting educational delivery (core job)	*Schools have activities appropriately supported*
Gallery Maintenance (core job)	*Aid Gallery Assistants in the care of the gallery*
Visitor and customer care (core job)	*Meet specific needs of visitors and provide information*
Delivery of educational activities to the public	Visitors have a stimulating and enjoyable experience
Helping organise school groups in galleries	Timekeeping, safety of children
Cleaning/basic preventative conservation	Basic tasks to keep galleries clean tidy and collection safe
Signposting	To ensure visitors visit both galleries and get questions answered effectively, including interactive displays

Skills Required
- Communication skills
- Customer care
- Understand and follow procedures
- Willingness to learn and develop independently
- Reliable
- Positive manner
- Good sense of humour