

# **VOLUNTEER EDUCATIONAL LEADER**

***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

***Purpose:*** To provide educational groups with a stimulating and enjoyable experience, through delivering key skill based activities centred on the Egypt Centre’s collection and gallery. While there are no school groups, aid the gallery supervisors and assistants in providing gallery supervision and visitor care.

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

- 60 hours completion
- Completion of Educational Assistant Criteria
- Customer Care 2 (30 min staff workshop)
- Delivery of all educational activities in chosen gallery and assessment
- Working knowledge of main cases in chosen gallery
- Completion of workbook
- MAINTENANCE OF ROLE: Educational refresher course attended every year

<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>Gallery Maintenance (core job)</i>	<i>Aid gallery assistants and supervisors in ensuring the museum, collection and staff are safe and secure.</i>
<i>Visitor and customer care (core job)</i>	<i>Visitors have a stimulating and enjoyable experience</i>
Providing information when required	Meet specific needs of visitors
Ensure smooth running of school groups	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
- Organisation
- Customer Relations
- Understand and follow procedures
- Reliable
- Positive manner