



Docent Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Docent

Responsible To: Volunteer Coordinator

Qualifications:

- 18 years or older
- Excellent customer service skills to enthusiastically interact with the public
- Ability to read/memorize a script and provide library patrons with accurate information about a specific subject matter
- Familiarity with library layout and history would be helpful in this role, but not required

Responsibilities:

- Give library tours to groups and classes, including any exhibits
- Interact positively with the community and become a library ambassador
- Provide factual information to patrons from provided scripts and talking points
- May use props or costumes depending on special exhibits
- Provide direction for activities such as a scavenger hunt and/or answer questions
- Other related duties as assigned

Time Commitment: Schedule varies during the school year and depending on library traffic for special exhibits. Docent shifts can be expected to last a minimum of 2 hours and most often occur during regular weekday business hours. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Approximately 30-60 mins to be scheduled with the Volunteer Coordinator

Location: Varies, report to Volunteer Coordinator for direction

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org