

Job Title	Docent/ Tour Guide
Position Reports to:	Becky Hewis, Volunteer Coordinator
Time Commitment:	<ul style="list-style-type: none"> • Dependent upon program assigned to student (attendance for all classes within one session is expected) • Volunteer opportunities range from 2 hour one-off sessions, to a full 40 hour week commitment
Position Requirements	<ul style="list-style-type: none"> • 2 references (at least 1 professional reference) • Membership to the AGB • Individual or group orientation

Training and Orientation

We receive new students throughout the year, so our training is completed in a virtual format. Orientation info is uploaded to our student website and students are expected to read and review all material prior to their first volunteer opportunity.

Initial Training: All students will get an initial tour of the gallery. An orientation manual will be given upon acceptance into the program. Students must review and sign off on contents of manual before their volunteer opportunity.

Trial Period: It is at the discretion of the volunteer coordinator to ask a student to leave at any time. Reasons for dismissal could include, but is not limited to, rudeness towards staff or patrons, inappropriate action within a session, failure to commit to scheduled sessions

Position Overview

The Art Gallery of Burlington has been hosting art classes/workshops for children for many years. One of our greatest joys is watching young children start at the gallery and grow up to be involved in the arts. Educational assistants are expected to embrace our love of the arts and share this passion with others, encouraging young artists to explore art within the sessions. Educational assistants will receive ongoing guidance from instructors. Educational assistants also have the responsibility of ensuring children's safety while they are in the building by following guidelines outlined in their volunteer manual.

Position Responsibilities

- Help instructors maintain order within class setting (look to instructors for guidance on this)
- Ensure visitors (children and their families) feel welcome at Art Gallery of Burlington
- Accompany children to the bathroom during sessions
- Maintain accurate logging of hours on our online system

Our Vision:

The Art Gallery of Burlington frees minds and feeds spirits by sharing, supporting and influencing the visual culture of our times.

Position Qualifications

- Reliable and dependable (show up for the shift you are assigned)
- Flexibility and a willingness to learn from instructors
- An interest in working children, including those with learning and behavioural challenges
- Ability to access our online learning platform and volunteer logging database

Position Benefits

- Deep connection to the Arts Community within Burlington and beyond
- Class credits for significant volunteer support (awarded at 100 and 200 hour marks)
- Meeting like-minded students interested in the arts
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Please note: Volunteers may be asked to participate in a review to ensure all necessary paperwork is up to date and volunteers and staff alike feel that the role is well suited to the individual.



How to apply/contact:

Please note that all volunteer applications must include:

- 2 references that are not family members (teachers are the best reference!)

If interested, please contact Becky Hewis at becky@agb.life

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