



Docent Volunteer Position Description

Do you have a passion for early American history, architecture, decorative arts, or museums in general? Dumbarton House, headquarters of The National Society of The Colonial Dames of America, offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House recruits volunteers who enjoy working with the public and assisting visitors to share the Museum's history and collection with the general public providing a vital link between the history of the house and its visitors. Extensive training and ongoing enrichment is provided. Docents volunteer under the supervision of the Education Manager.

Schedule:

- Docents are asked to commit 2 weekdays (Tuesday-Friday) OR 1 weekend day (Saturday-Sunday) per month.
- Typical shift: 10:45am – 3:15 pm, Tuesday – Sunday.
- Docents are encouraged to volunteer as often as they are able. Additional regular museum shifts and volunteering for Group Tours and public programs are strongly encouraged.
- Attend training sessions and meetings as scheduled.
- Complete a minimum of twelve shifts annually.

Training:

Training is spread over 4 sessions. Independent training or make-up sessions are available if you cannot make a session:

- October 7th, 6:30-8:30pm
- October 17th, 10:00-2:30pm
- October 20th, 6:30-8:30pm
- October 25th, 10:00-2:30pm

Duties:

- Welcome and introduce visitors to Dumbarton House;
- Provide guided tours;
- Introduce and assist with self-guided tours;
- Collect admission fees and sell gift shop items;
- Maintain the security of the collection during tours and when staffing the Visitor Center;
- Maintain all aspects of the Visitor Center during shift; and
- Represent Dumbarton House in a professional and courteous manner to members and the visiting public.

Qualifications Needed:

- Interest working with people;
- Excellent interpersonal and oral communication skills;
- Interest in American history, decorative arts and architecture a plus;
- Self-motivated; ability to be productive with minimal supervision;
- Ability to “think on one’s feet;”
- Flexibility, enthusiasm, and an attitude of respect for working with diverse staff and visitors; and
- Strength, dexterity, and mobility to perform all duties (to include light lifting, stair-climbing) as needed.
- Complete Background Check

Benefits of being a Volunteer at Dumbarton House:

- Complimentary individual museum membership (includes 10% discount on Gift Shop purchases, invitations to private Museum events and programs, discounts on admission to public programs, monthly e-news and bi-annual Events Calendar, and two guest passes for public tours);
- Ongoing enrichment programs featuring expert lectures and field visits to other sites of interest;
- Annual social events, including the annual Appreciation Dinner;
- Free parking;
- Bi-Monthly newsletter for museum volunteers and staff, *What's New on Q?*; and
- Access to the Dumbarton House research library.

To Apply: Submit a volunteer application: <http://dumbartonhouse.org/volunteer-information> or contact **Stephanie Boyle**, Education Manager, 202-337-2288 x222 or education@dumbartonhouse.org