



DUMBARTON HOUSE

Visitor Services 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. Dumbarton House is currently recruiting dedicated Visitor Services Volunteers to greet visitors and assist in the operation of the Visitor Center. This position is ideal for someone who enjoys history and working with the public, but may not have the time to complete docent training to lead tours. Visitor Service Volunteers volunteer under the supervision of the Education Manager.

Schedule:

- Visitor Services Volunteers are asked to commit to a minimum of one shift per month.
- Typical shift: 10:45am - 3:15 pm, Tuesday - Sunday.
- Visitor Services Volunteers are encouraged to volunteer as often as they are able.
- Attend training sessions and meetings as scheduled.
- Complete a minimum of twelve shifts annually.

Training:

There will be one training session on the background and history of Dumbarton House and the NSCDA. Independent training or make-up a session is available if you cannot make the session:

October 7th, 6:30-8:30pm

Duties:

- Welcome and introduce visitors to Dumbarton House;
- Introduce and assist with self-guided tours;
- Collect admission fees and sell gift shop items;
- Maintain all aspects of the Visitor Center during shift;
- Maintain the security of the collection when staffing the Visitor Center;
- Work cooperatively with Docent volunteers and staff to provide an enjoyable environment for visitors;
- Office tasks, as needed; 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;
- Ability to "think on one's feet;"
- Self-motivated; ability to be productive with minimal supervision;
- 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);
- 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 or field visits to other sites of interest;
- Annual social events, including the annual Appreciation Dinner;
- Free parking
- Monthly newsletter for museum volunteers and staff, *iQ* and *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