

Volunteer Job Description

Title: Museum Interpreter

Purpose: Interpreters are ambassadors who facilitate meaningful experiences for our visitors by welcoming guests, providing information about the current exhibits, and enriching their learning experiences by helping them to make meaning of our collection.

Reports to: Program Director

Benefits:

- Get a better understanding of whaling and Long Island's history and waters
- Share your knowledge with people from all over the Island (and the world!)
- Empower the next generation with an understanding of our past, and share the spark of inspiration when teaching about the wonders of our seas
- Training in the field of education, if involved with our programs
- Gift shop discount
- Volunteer recognition lunch in December

Responsibilities:

- Communicate information to visitors about our exhibits and artifacts
- Man front admission desk, handle admission money, and record number of visitors
- Answer any phone calls about the museum's offerings
- Handle gift shop purchases
- Assist with opening/closing the museum

Additional responsibilities, as chosen:

- Assist our educators in teaching school (weekday mornings) and/or family programs (selected weekends, holidays, or Monday afternoons)
- Assist with special events and off-site local community events (craft/information table)
- Help with other special museum projects

Qualifications:

- Interest in furthering the museum's mission
- Interest in serving the general public
- Ability to be patient, courteous, and diplomatic with visitors
- Articulate and neatly dressed
- A desire to learn while helping others

Training provided:

- Explanatory walk-through of museum, shadowing, and appropriate literature

Time Commitment:

- Museum interpreters are asked to give one half-day every week, every two weeks, or once a month. Front-desk shifts are from 11-2 or 2-5. Volunteers interested in education or special events may come in on specific dates and times.

Volunteer Form

Thank you for your interest in volunteering at our museum! Please tell us about yourself below, and send your form to us either by mail, fax, or email:
The Whaling Museum • 279 Main Street, Cold Spring Harbor NY, 11724
Fax 631-692-7037 • Email ndayan@cshwhalingmuseum.org



about me

Name:		Date:
Address:		
Phone:	Email:	
Emergency contact, just in case:		

experience

Education:
Any prior volunteer experience? (include organization names and dates of service)
One character reference: (include relationship and phone number)

interest/availability

Why I want to volunteer at the museum (and what I hope to gain):
Any special skills/interests/hobbies/talents:
I am available: <input type="checkbox"/> Sun <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat Specific Months or Times:
Available to help with special events? Any physical limitations that may influence your activities?

looking forward to meeting you!