

The Western Reserve
FIRE MUSEUM
and Education Center

VOLUNTEER POSITION DESCRIPTION

Volunteer Position:	Education Docents
----------------------------	-------------------

Summary of Volunteer Role

The Western Reserve Fire Museum & Education Center is looking for volunteers to assist as Education Docents on the Museum Floor and in the Education Wing. The Museum will open weekends during the fall between September 20 & 21 and November 21 & 22. The Museum may also be open for school groups (to be scheduled) in October and November during weekdays. Volunteers will work with the museum's mission to provide educational and safety programming to visitors and school groups.

Duties & Responsibilities

- Learn and interpret fire history and safety information. Volunteers will familiarize themselves with the Education Wing and exhibits and be able to provide correct safety information and resources to visitors.
- Volunteers will work with a wide variety of visitors including children, adults, and groups
- Demonstrate stop, drop and roll, crab walk, and crawl motions to visitors
- Successfully lead visitors and children through the Smoke Bedroom, Hazard Kitchen, 911 Simulator Bucket Brigade, and other activities
- Volunteers will be able to run the Smoke Bedroom, Hazard Kitchen, and 911 Simulator operations.
- Organize visitors into groups for activities and exhibits
- Provide appropriate information to each age group
- Communicate effectively to children
- Assist with visitor questions and help promote events
- Other duties as assigned

Qualifications

The Western Reserve Fire Museum & Education Center is looking for volunteers that are:

- Friendly, outgoing, and interested in fire history and safety
- Comfortable working with groups of all sizes and visitors of all ages
- Comfortable working with and communicating effectively to children
- Volunteers must be able to learn educational and historical information and convey that to visitors
- Volunteers must be comfortable presenting fire safety information and resources
- Volunteers must be physically able to demonstrate the motions of crawling, crab crawling, stop, drop and roll, and climbing out of the window in the Smoke Bedroom
- Volunteer will be able to sit and/or stand for prolonged periods of time
- Volunteer will have availability weekends September 20 & 21 through November 21 & 22 between 10:00 am and 4:00 pm on Saturdays and between 12:00 pm and 4:00 pm on Sundays. Shifts can also be arranged. Volunteers may also be needed for school group presentations weekdays in October and November – to be scheduled.
- At least 18 years old
- Volunteers will be able to function independently and be able to take direction from staff and members of the Board.
- Volunteers will be knowledgeable about Cleveland and able to promote upcoming events, memberships, and point out nearby attractions/locations to visitors.

To Apply:

Fill out a Volunteer Application and return to the Western Reserve Fire Museum & Education Center. Contact Annamae Kacsandi for more information and to sign up. Annamae can be reached at 216-664-6312 or kacsandia@wrfmc.com