

The Western Reserve  
**FIRE MUSEUM**  
and Education Center

## VOLUNTEER POSITION DESCRIPTION

<b>Volunteer Position:</b>	Education Docents
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### 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 is open Wednesday through Saturday from 10:00 am to 4:00 pm. 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 Wednesday through Friday between 10:00 am and 4:00 pm.. Shifts can also be arranged. Volunteers may also be needed for school group presentations.
- 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 the Museum for more information and to sign up at 216-664-6312 or [info@wrfmc.com](mailto:info@wrfmc.com)