

ANDOVER

143 Abbot St.
Andover, MA 01810
T 978-269-6651
F 978-809-3488

BOSTON

420 Boylston St., Ste 505
Boston, MA 02116
T 617-482-1078
F 617-482-9045

MIDDLEBORO

111 East Grove St.
Middleboro, MA 02346
T 508-923-0800
F 508-923-7676

WALTHAM

265 Beaver St.
Waltham, MA 02452
T 781-893-6113
F 781-893-0022

Volunteer Position Description

Volunteer Position: Museum Docent

Summary of Position: Provide personalized tours and programming to Girl Scout troops/groups at one of three small Girl Scout heritage museums (Andover, Waltham, and Middleboro).

Reports to: Program Resource Specialist

Required Training: Girl Scouting 101, on-site docent training, Museum Orientation

Term of Appointment: Up to one year

Duties and Responsibilities:

- Be a positive role model to girls and adults while acting with integrity and adhering to the Girl Scout Promise and Law.
- Maintain confidentiality on behalf of Girl Scouts and in accordance with Girl Scouts of Eastern Massachusetts' (GSEMA) Comprehensive Information Security Program (CISP).
- Collaborate with troop volunteers in assisting the girls in activities including badge work.
- Open and close museum for scheduled tours.
- Ensure the safety and security of museum exhibits and materials.
- Collaborate with troop volunteers in managing girl behavior.
- Communicate regularly with museum advisor and/or other volunteers about scheduling, updates, etc.
- Guide tours/lead museum programming according to own availability—after school, weekends, or school holidays.

Qualifications:

- Is a registered member of Girl Scouts.
- Agrees to a GSEMA Criminal Background Check.
- Agrees to the responsibilities and duties listed in the [Online Volunteer Agreement](#).
- Accepts the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic-status, gender, gender identity and expression, sexual orientation, or differing abilities.
- Works cooperatively with girls, volunteers, caregivers, and staff.
- Has a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA.
- Demonstrates dependability, honesty, and credibility.
- Remains knowledgeable about Girl Scouts.
- Enjoys working with children and history.
- Is willing to work with diverse communities throughout GSEMA.