

Field Trip Assistant Volunteer Job Description

The Field Trip Assistant Volunteer position plays a vital role in enriching the educational experience for K-12 students in Mecklenburg County. This position is crucial in supporting the museum's mission of education and sharing knowledge about our region's history.

Duties:

- Welcome school groups and other visitors upon arrival
- Ensure visitors understand the schedule and layout of their visit
- Support museum staff in leading guided tours
- Help facilitate educational activities, and assist in the preparation and distribution of educational materials and worksheets
- Supervise hands-on learning experiences, ensuring safety and engagement
- Assist with crowd control of groups and manage time to stay on schedule
- Provide support during lunch breaks or other rest periods as needed
- Help maintain a respectful and orderly environment
- Address minor behavioral issues and report significant concerns to museum staff
- Ensure all visitors adhere to museum rules and guidelines
- Assist in resetting exhibits and activity areas for the next group
- Participate in debriefing sessions to improve future field trip experiences
- Participate in volunteer training sessions and meetings

Requirements:

- Previous experience in education or summer camps preferred
- Passion for history and education
- Strong communication and interpersonal skills
- Patience and the ability to engage with children of all ages
- Reliability, punctuality, and the ability to commit to scheduled shifts
- Physical ability to stand and walk for extended periods
- Pass a background check

Benefits:

- Gain experience in museum education and public engagement
- Develop skills in leadership, communication, and customer service
- Make a meaningful contribution to the community

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- Enjoy the opportunity to learn more about local history and museum operations