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**Position:** H&H Interpretation Volunteer

**Department:** Hackley and Hume Historic Site

**Location:** Hackley and Hume Historic Site

**Start Date:** April 2023—December 2023 (H&H open season and Holiday tours)

***This is an Unpaid Docent Position***

**About the Hackley and Hume Historic Site:**

The Historic Sites division of the Lakeshore Museum Center is made up of five historic structures. Ticket prices include a one-hour guided tour of the Hackley House, Hume House, and City Barn, as well as self-guided tours of the Fire Barn Museum, and the Scolnik House of the Depression Era. They are open for the season from May – October, with special programs and tours available November-April.

**Duties:** This position engages visitors by volunteering as an interpreter (docent or guide) at all the Historic Sites.Provides guided thematic tours at all of our sites to a variety of groups including schools, families, and group tours.

**Work Schedule:** Interpretive Docents will be trained to work at the Historic Sites at the Lakeshore Museum Center (LMC). This is a volunteer position and will begin with training in April and work through the end of December with limited hours in November and December. Hours are flexible, generally fall in a 2-4 hour shift during the open hours. Volunteer who are unable to attend the April training will be trained at a later date. Due to COVID-19, hours are subject to change.

**Responsibilities:**

1. Become familiar with the Historic Sites.
2. Display a welcoming and helping attitude to visitors.
3. Conduct great customer service.
4. Performs job in a conscientious and professional manner.
5. Speaks and acts in the best interest of the Historic Sites
6. Works as part of the H&H and wider LMC team
7. Offer membership and upcoming programming information to the visitors.

**Requirements:**

1. Knowledge and experience with sewing techniques including use of a sewing machine, hand sewing and other skilled
2. Must be able to walk up and down stairs and stand for long periods of time
3. Follow instructions as given for each project and activity
4. Must successfully complete an interview and pass a criminal background check to be considered.
5. Must be able to follow the LMC’s COVID-19 Pandemic Protocol and Procedures including mask wearing, health screening, and other measures to keep staff, volunteers, and guests safe.

**Supervision:** The H&H Interpretation Volunteer will be supervised by Historic Sites Program Manager and the Historic Sites Director. The Volunteer Coordinator oversees the volunteer program.

**To Apply:**  Please submit application to the Volunteer Coordinator: Marci Dalm at marci@lakeshoremuseum.org or via mail to Lakeshore Museum Center, Attn: Volunteer Coordinator, 430 W. Clay Ave, Muskegon, MI 49440.