



ORANGE COUNTY REGIONAL HISTORY CENTER

History Center Docent

Docents for the Orange County Regional History Center support the activities and staff of the Education Department in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen the History Center's educational outreach. Docents are ambassadors of the museum and its mission. They are colleagues of the museum staff and are agents of education and community service.

Reports to: Diane Masciale, the History Center's volunteer/intern coordinator

Duties and Responsibilities

- Guide groups on a two-hour tour through galleries
- Help preserve the rich history and cultural heritage of Central Florida by telling the stories of the past to enlighten, uplift, and inspire the present and build a better future
- Follow tour philosophy, tour logistics, and methodologies
- Respect the unique needs of schools, educators, and students
- Commit to touring two to three times per month

Required Knowledge, Skills, and Personal Qualifications

- Minimum age: 18 years with high school diploma
- Great oral communication skills
- Ability to prioritize
- Excellent customer service skills
- Previous experience working with children is helpful, but not required

The above description and qualifications are not all-inclusive and represent a majority of the key responsibilities of this position. Other duties may be assigned in the course of the tour schedule as required to fulfill the directives of the Education Department or as designated by executive staff. The work environment is primarily in the exhibits of the museum. Final candidates must pass a background check and must live and be able to work in the United States.

65 E. Central Blvd. • Orlando, FL 32801 • 407-836-8500 • thehistorycenter.org