



Hampton Roads Naval Museum Volunteer Position Description

Title: Outreach Assistant

Commitment: Two shifts (+) per month requested, particularly in Spring

Supervisor: School Programs Educator

Objective

Outreach Assistants present the museum's educational programs to K-12 students. Outreach Assistants increase accessibility of U.S. naval history through sharing information, leading activities, making connections, and answering questions in a friendly and engaging manner. Outreach assistants advance HRNM's mission by promoting public awareness, appreciation, and preservation of U.S. naval history.

Responsibilities

- Learn the content of the museum's education programs through training and ongoing professional development.
- Develop an educational, interactive, and engaging presentation style for diverse groups of K-12 students.
- Gauge and adapt to students' interests and needs (e.g. by adjusting program length, content, or style) balanced with presenting content required by state SOLs to ensure a positive educational experience.
- Serve as a museum ambassador in the community by maintaining awareness of HRNM's programs and initiatives and promoting as appropriate.
- Participate in occasional workshops, lectures, and field trips offered by the museum as well as independent reading and study to improve knowledge and interpretation.
- Accept shifts in advance and record hours after each assignment.

Requirements

Outreach Assistants must be able to:

- Communicate effectively with K-12 students in large and small groups.
- Present multiple programs in a single day.
- Maintain a clean and professional appearance.
- Connect museum's laptop to a variety of classroom technology and troubleshoot technical issues.
- Physically stand and move around for multiple 45 to 60-minute class periods with only short breaks in between.
- Abide by all museum policies and procedures.

Training, Support, and Benefits

- Education program outlines; access to research library and digital resources
- One-on-one training and shadowing with School Programs Educator and other Educators
- Continuing education and feedback; reciprocal admission to area museums

Scheduling

Outreach Assistants are scheduled for a full school day of programs, typically between 7am and 3pm. A minimum of two shifts per month, particularly in the Spring, is requested.

Application Procedure

Complete online application at: <http://bttr.im/eq3yr>. Direct inquiries to Ms. Darcy Sink, Volunteer Coordinator: 757-322-2992, email: darcy.sink@navy.mil. HRNM complies with EEOC guidelines.