

John Bunyan Museum – Volunteer role profile

Role title:

Education Vounteer

Principle Function:

To assist in the running and guiding of group and school visits to ensure the maximum educational benefit and enjoyment of all to the John Bunyan Museum and Bunyan Meeting

Duties:

- To welcome and assist groups and schools, providing service of the highest standard.
- To un-alarm/ alarm and open up Museum if required
- To guide and inform the groups/ schools of the history of John Bunyan, the Museum and Meeting
- To lead a group in a handling/ dressing up session as required
- To be responsible for the safety and wellbeing of the group during their visit
- To assist as required with the teacher in charge of the school group
- To ensure the maximum learning experience and enjoyment of all
- To promote and apply the Bunyan Meeting Health & Safety policy
- To clean; as required

Optional Duties:

- To help with holiday activities
- To help develop new school and family activities
- To help development outreach boxes
- To assist as a Collection Volunteer (see role description)
- To assist as a Museum Steward (see role description)

Reporting to:

Curator

Hours:

By arrangement
Preferably a whole session with a single group

Dress Code:

Smart and practical, reflecting the professional image presented by the John Bunyan Museum

Training:

- In-house training available
- Full notes
- At least one session shadowing
- Copy of Stewards Handbook – Opening and Closing procedures
- All operational procedures

Note:

- All appointments would be at the discretion of the Curator and subject to a probationary period to ascertain the correct choice for both parties
- To be in sympathy with our Christian aims and objectives as we are a church run museum.
- A CRB check will need to be carried out

Personal qualities required:

- Smart appearance
- Happy to work independently
- Enjoy working with the public and schools
- Possess or would like to develop strong visitor care skills
- Confident in communicating with a group and various ages
- Security conscious
- Good communication skills

- Interest in John Bunyan, local history, museums or churches helpful but **not essential**
- A background in education or guiding groups is desirable but **not essential**