



## Volunteer Service Description



<b>Title</b>	Farmington Museum System Exhibit Services Volunteer
<b>Pay Class</b>	Volunteer – Unpaid
<b>Commitment</b>	Minimum 6 month; hours vary between 8am - 5pm, Mon. – Fri.
<b>Number of positions</b>	3

<b>Department/Division</b>	<u>PRCA/Museum</u>	<b>Latest Review Date</b>	<u>Until Filled</u>
<b>Personnel Review</b>	<u>T. Swenk</u>	<b>Department Review</b>	<u>K. LeMoine</u>

### **Job Duties:**

Essential Duties: Reports to and works under the supervision of the Exhibit Coordinator or designee.

- Assists exhibit staff with construction, installation, and de-installation of exhibits, including mount making, proof reading exhibit text, painting, repair of existing exhibits, and general maintenance of exhibits
- Works safely with hand and power tools

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

### **Qualifications:**

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- One year related field experience helpful
- Attends orientation scheduled by volunteer coordinator
- Attends training scheduled by exhibit staff
- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public
- Ability to perform routine duties as assigned with little supervision
- Ability to follow verbal and/or written instructions
- Ability to handle valuable historical objects with care
- Becomes proficient with safety and building practices
- Becomes aware of museum mission and goals
- Complies with all policies and procedures
- Complies with volunteer standards and policies in PRCA Volunteer Management Manual



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### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. The volunteer may occasionally lift construction materials requiring up to 50 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet and can become louder with the use of power machinery and hearing protection is provided as well as other safety equipment.

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**We are an Equal Opportunity Employer, M/F.**