

# JIMMY CARTER MUSEUM VOLUNTEER DESCRIPTIONS

- Objective** To advance the educational mission of the Museum of the Jimmy Carter Library by providing support in one or several areas of museum/archives programming:
- Afternoon or weekend workshops** (between 1 and 4 PM weekdays, 10AM-1PM weekends, two weekend/evenings per month)
  - Scout programs** (afternoons or weekends, same shifts as *afternoon and weekend workshop* shifts above)
  - Evening events** (lectures, book signings, films) – (6PM-8:30 PM, seasonal – usually during the school semester, two evenings per month, depending on time of year)
  - Tour development** (research and writing) – 4 hours per week; some can be done from home
  - Web site, publications, A/V and marketing development** – 4 hours per week; some can be done from home
  - Research Room** -- 4 hours per week; 1 day per week.

## Job Descriptions

- Tours\*** Provide guided tours of the Museum for groups of children and adults  
Tours last from 60 minutes to 1 ½ hours  
Conducted with a team of 4-6 other volunteer “docents”  
Includes 3 weeks of training in September (see Janet Harris for precise dates)
- Afternoon/ Wkd workshops\*** Provide guided tours of the Museum for groups of children and adults  
Tours last from 60 minutes to 1 ½ hours  
Conducted with a team of 4-6 other volunteer “docents”  
Includes 3 weeks of training in October  
Conduct tours on weekdays between 1 and 4 PM or between 10 AM and 1 PM on weekends  
Oversee a selection of crafts (prepared by the staff)  
Assist in development/discovery of language/arts projects  
Conduct *Book Nook* readings for pre and primary school-age children
- Scout Programs\*** Assist in tours, treasure hunts and crafts for elementary and middle school age Boy and Girl Scouts. Often occurs on weekend mornings.
- Evening Events\*** Staff events like scholar lectures, book signings, exhibit openings; Assist as an usher, mail list organizer, A/V technician, etc.
- Tour Development\*** Assist the Education department in researching and writing new tour scripts to augment the permanent exhibition visit experience
- Web/Marketing, Development\*** Assist various staff with preparing text for the website, filming events, scanning and manipulating photographs, preparing publications, invitations and emails.
- Research Room\*** Assist with archives staff to oversee research of scholars in the JCL research room.

**\*All the above include additional duties, like data entry, filing, and copying, as needed.**

**Responsibilities** All volunteers who give tours first complete a Training Course in which they study selected readings, and accompany other docents on guided tours to gain knowledge and skills in leading groups. Docents conduct programs by gathering materials, greeting the groups, leading the tours and programs, and putting away materials. Experience or education in history, political science, art, or teaching can be helpful, although not required.

**Supervision** The Program Support Assistant and Education Specialist

**Benefits**

Training in National Archives records, access to White House materials from the 39<sup>th</sup> president, acquisition of teaching skills, admission to all readings, films, books signings, and lectures, experience as a museum educator. Discount at Museum Store and free admission for up to three family members/visitors when you accompany them to the museum/events.

**Contact:**

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