



Volunteer Position: Broomfield Depot Museum Tour Guide

Reports to: Broomfield Depot Museum, David Allison, Museum Coordinator

Position Description: Interact with the public by providing guided tours and public programming at locations such as the [Broomfield Depot Museum](#). Volunteers may also open and close the museum, clean exhibits and share accurate historical information while greeting visitors and answering questions.

Duties and Responsibilities:

1. Guides are required to volunteer a minimum of 6 hours each month during museum open hours shifts on Saturdays from 10:30 a.m.-1:30 p.m. and/or 1 p.m.-4 p.m. Tour shifts are variable but require a minimum of 3 hours per shift.
2. Lead tours of the museum and assist in public programming. This includes playing games and independently managing groups of visitors.
3. Greet visitors and answer questions as well as keep visitors safe.
4. Cleaning duties including vacuuming and dusting historic rooms.
5. Assist in opening and closing the museum by sweeping sidewalks, moving outdoor signs and moving dust cloths on and off furniture.
6. Must be able to update your information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
7. Must pass a background check.

Qualifications: Guide must be age 16 or older, youth ages 13-15 may volunteer with their parent or guardian. No experience is necessary, but should have an interest in public speaking and learning about the history of Broomfield and the train depot. Have good customer service skills, excellent interpersonal and communication skills and enjoy working with adults and children. Must learn museum best practices and how to read audiences so you can adjust tours if need be for specific guests. Must be capable of working with minimal guidance and is self-motivated as well as flexible. Should be organized, dependable and detail-oriented. Willing to follow the policies and procedures of the City and County of Broomfield and the Broomfield Depot Museum. This position will be mostly indoors and requires the capability to climb stairs, bend down, lift 25 lbs and can handle standing for longer periods of time.

Training Provided: Volunteers will shadow a staff member until they are comfortable leading tours. Most volunteers will train for at least two shifts before giving solo tours. Opportunities for historical content and engagement/tour guide skill training are also provided through an extensive volunteer manual and through modeling during shifts.

Benefits for the Volunteer: Incredible self-growth from training and gaining experience that often doesn't happen until after college! Learning about your community's history as well as providing for your community. Great opportunity to gain reference letters for future job opportunities and grow your public speaking skills.