

MILITARY MEMORIAL MUSEUM TOUR GUIDE

April 2026

JOB DESCRIPTION

Duties and Responsibilities

1. Conduct a guided tour to visitors of the Museum highlighting the various artifacts, background information and historical context of the Museum collection. The tour should last 45 – 60 minutes. Visitors may choose a self-guided tour; however the tour guide is always available to answer questions and/or provide more information.
2. A training program is established for new tour guides (TG) and consists of both individual study of reference materials and partnering with experienced TGs. The Volunteer Coordinator will determine when a new TG is sufficiently trained and is qualified to conduct tours.
3. Commit to a certain day/time during the month. The Museum is open 10 AM – 4 PM for summer hours; open 10 AM – 3 PM for winter hours.
4. Keep the Volunteer Coordinator informed of schedule, such as vacation, doctor appointment, etc. so another tour guide can be reprogrammed. Two TGs are the minimum daily staffing requirement.
5. Commit to volunteer as a Museum representative at community events or at the Museum during downtown functions, to include Saturdays.
6. Become familiar with Museum operations, staff and board members.
7. Participate in other duties as assigned by the Volunteer Coordinator.
8. Participate in annual refresher training.