**Become a volunteer guide at Waikato Museum**

Waikato Museum is calling for applications to join our team of Volunteer Guides/Docents.

Become part of the team at Waikato Museum creating a unique cultural destination for Hamilton and the greater Waikato.

We are introducing museum-wide tours on an as required basis. If you would like to join the first intake of Museum tour docents – keep reading!

In addition we are also seeking more volunteers to join our ***For Us They Fell*** exhibition tour team. ***For Us They Fell*** is an exhibition about the men and women of the Waikato during World War 1 that opened Anzac Day 2015 and closes Armistice Day 2018. We run our tours at 11am each day, and our current volunteer hosts do one or two tours a fortnight.

If selected for either role, training will involve a schedule of two hour training sessions once a week for five weeks at a time that suits the members of the intake and our staff. You will also be required to complete homework/reading tasks. As a volunteer you must commit to at least one tour per fortnight on a rostered basis.

You will be provided with a thorough museum induction and training regarding thecurrentmuseum exhibitions and ongoing refreshers with updates regarding all new exhibitions.

Apply by 11 August.

If you'd like to join the programme or have further questions, please ring Steve Chappell on 07 838 6414 or email him on steve.chappell@hcc.govt.nz.

WHAT IS A DOCENT?

**What is a docent?**

The word docent comes from the Latin word *docere*, meaning to teach. Today it's the title for a trained, professional volunteer who guides museum visitors to greater understanding and enjoyment of the exhibitions.

**Do I need a background in WW1 or history?**

A passion for telling stories and a commitment to the museum is more of a priority, but background knowledge will support you to learn about our exhibitions quickly. Our training and continuing education programme will provide you with all you need to become an effective docent.

**What is the time commitment?**

After the initial training, docents meet from time to time for continuing education. Graduation takes place when course criteria have been met.

**Docent trainees should be willing to:**

* Attend all training sessions
* Complete all reading assignments
* Present assigned practice talks to fellow trainees.

**After the initial training, active docents should:**

* Be available one day per fortnight for ***For Us They Fell*** tour assignments, or as required for general museum tours.
* Agree to a one-year guiding commitment.

**How, when and where?**

If you'd like to join the programme or have further questions, please ring Steve Chappell on 07 838 6414 or email him on steve.chappell@hcc.govt.nz.

**How to apply:**

All prospective volunteers are asked to complete an application form in their own handwriting and send it to the museum by either post or email, along with a brief curriculum vitae. Please be careful to ensure your email address is clearly printed on the application form and your address is accurate with the correct post code.

**Making a commitment:**

Priority is given to volunteers who are making a long-term commitment to volunteering, and all applicants must be prepared to accept a police check of their background. Volunteers must be over 18 years of age and there is no upper age limit. Before you apply for a position, please think carefully about your reasons for volunteering, and how it will fit in with your other commitments. We value reliability above all, and you will find the experience far more rewarding if your commitment is whole hearted and well thought out.


**Volunteer Guide/Docent Application Form**

**Contact information:***Surname*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *First name*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Title*: Mr/Mrs/Miss/Ms/Dr/Prof *Gender*: M / F/ Other *Date of birth:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Present occupation*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Postal address*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(street address)*

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(city & post code)*

*Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email)*

*Contact preference if application is successful*: phone / email (*please choose one*)

**Referees:** *1. Referees*: Please provide details of one or two people we can contact (eg work supervisors, tutors) and an emergency contact.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Referee 1 | Referee 2 | Emergency contact |
| Name |  |  |  |
| Relationship |  |  |  |
| Contact number |  |  |  |

 *2. Do you have any special health requirements?*

*Y/N If so, please explain:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*3. Do you have any criminal convictions, or are awaiting the hearing of any charges in a court of law? Y/N* *If so, please detail:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*4. Do you prefer to work independently or as part of a team? \_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*5. Why do you wish to be a docent at the museum?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability:***1. Current commitments (that would affect the time or days you have available to volunteer)*

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*2. What times are you available? (Please circle days and times below)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| am / pm | am / pm | am / pm | am / pm | am / pm | am / pm | am / pm |

*3. Will you be able to commit to volunteering for the next 12 months? Y/N*

**Skills and interests:***1. What previous paid employment have you undertaken?*

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*2. What previous volunteer or docent experience do you have?*

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*3. Please list any special skills, hobbies or qualifications?*

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*4. Are you taking part in any course of study at present?*

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*5. What languages other than English do you speak?*

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*6. Are you familiar with te reo Maaori and tikanga Maaori? Y/N*

**Declaration:**

The above information is true and correct. I understand that this information will be used to assess my suitability as a museum volunteer. If unsuccessful the information will be held for 12 months and then destroyed. Should my application be successful the information on this form will only be used and disclosed to museum staff and volunteers in relation to my museum duties and responsibilities. It will be securely stored by the supervising manager for the purpose of keeping a volunteer database and treated in a confidential manner. Volunteers may be required to undertake a police check.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_