



The City Beautiful

City of Coral Gables Job Description

Job Title: P/T Merrick House Docent Coordinator **Prepared Date:** 10/2015
Department: Historical Resources & Cultural Arts **Approved By:** HR/CM
Classification: 0126
Pay Grade: \$13.44
FLSA: Non-Exempt



Summary:

The Coral Gables Merrick House will be undergoing a comprehensive restoration beginning in the summer of 2015. The house will be closed for tours, and the volunteer docent program temporarily disbanded. The Docent Coordinator will be responsible for re-launching a volunteer docent program in anticipation of the Museum's reopening. Under the direction of the Historical Resources Director, they will be responsible for all aspects of the volunteer docent program including recruitment, training, scheduling, retention, and management. The Docent Coordinator may also assist the Historical Resources Director in the development of new educational programs and tours.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Recruits, instructs, motivates, and schedules docent volunteers from the community.

Performs public relations and administrative duties in the operations of the Coral Gables Merrick House volunteer docent program, under the supervision of the Historical Resources & Cultural Arts Director.

Stays apprised of activities occurring at the Coral Gables Merrick House, and assists in the staffing of events as needed.

Ensures proper coverage for regular operating hours of the museum and for special events. Provides tours when docents are unavailable.

Recommends and implements procedure changes.

Serves as a liaison for the Coral Gables Merrick House with other community organizations.

Develops educational tour programs in consultation with local learning institutions, under the direction of the Historical Resources Director.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs related work as required.

Knowledge, Skills, and Abilities:

Excellent public speaking skills and the ability to communicate effectively with management, co-workers, the public, and City officials. Knowledge of museum operations, policies and procedures, rules and regulations. Ability to train and coordinate the work of volunteers. Familiarity with Coral Gables' active community organizations and history. Ability to work independently and make decisions. Organizational skills. Ability to establish and maintain effective working relationships with coworkers, local organizations, and other local museums. Experience with volunteer recruitment and public relations campaigns preferred.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Occasional outdoor events required and occasional night-time attendance at cultural events is expected. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience:

B. S. in Museum Management, Education, Marketing or other relevant and appropriate professional education required.

A minimum of 2 years of experience in volunteer recruitment and training is required.

Some professional supervisory experience is preferred.

Superior written and verbal communication skills are also required.

A comparable amount of training or experience may be substituted for minimum qualifications.