

Volunteer Role Description

Role title:

Learning Assistant

Principal function:

To assist with Port Sunlight Museum's learning provision.

Duties:

- To assist with welcoming families and school groups – at the Museum and at the Lyceum
- To assist with setting up the old school room for workshops and activities
- To assist with the delivery of all types of sessions
- To assist with the development of new activities and workshops

This list is only a guide to the types of duties that may be required.

Reporting to:

Learning Officer

Location:

Collections Study Centre, Greendale Road / Old school room at the Lyceum

Hours:

By arrangement

Dress Code:

Smart/casual clothing, suitable for an office environment for workshops. Clothing should be suitable to the activity, which may be outdoors or involve paints, craft materials. A volunteer badge must be visible at all times.

Training:

Induction training

- Welcome pack
- Induction checklist

Job specific training:

- All operational procedures

Personal qualities required:

- An interest in working with children
- Enjoy working with the public
- Possess or would like to develop strong customer care skills
- Smart appearance
- Artistic/creative flair
- Strong communication