

**James V. Brown Library
Volunteer CIRCLE Program
Position Description**

Tour Guide

A James V. Brown Library Tour Guide will be available as needed to conduct tours for groups of the new Welch Family Place and the Vintage Library. The tour guide should be friendly and knowledgeable, be able to speak clearly in front of a group for about a half hour to an hour, and be able to lead the group on a walking tour around the Library. Tour guides will receive training about the history and purposes of the library.

Hours	Flexible. Volunteer would be able to determine when and how many tours they are interested in coordinating.
Time Commitment	Flexible, could be during school hours, afternoons, or evenings.
Location	Entire library.
Nature of Work	<p>Arrive early enough to be prepared to meet the tour group. Interact with the host of the group to understand their purpose in visiting the library. Communicate with host if they have to cancel their tour for any reason. Attend training to be a tour guide. Be familiar with the library and be able to answer questions, or know who to ask. Keep their knowledge of the library use and collections up to date.</p>
Qualifications	<p>Must be: Comfortable talking to a group Capable of leading a group around the library Friendly and courteous to visitors Willing to find answers to questions</p>
How to Apply	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at www.jvbrown.edu/volunteer.html
Supervisory Department	TBD