

# Larabee Museum Guide

## General Description:

The goal of the Larabee Museum Guide (LMG) is to staff the Larabee Museum, welcome visitors and provide background on Museum artifacts and the lives of the Larabees. LMGs may work with the History Team on projects to help increase learning about SDBG history during selected Garden activities.

## Prerequisites:

1. Must be a Docent or volunteer who has completed 40 volunteer hours.
2. Complete Larabee Museum Guide training with the Larabee Museum Guide Coordinator, History Educator or Garden Historian prior to first shift.
3. Prior to the first shift, read the main resource on SDBG history: "Sowing Seeds of Wonder: Second, Expanded Edition", by Sally Sandler. Copies are in the SDBG Gift Shop as well as local libraries.

## Duties:

1. Sign up for Larabee Museum shifts via SignUp Genius.
2. Follow "Larabee House Set-Up Instructions" included in training materials.
3. Maintain safety of Museum artifacts during visiting hours.
4. Welcome visitors and let them know you are happy to answer questions.
5. Submit visitor questions that you are unable to answer to the Larabee Museum Guide Coordinator.
6. Prior to a shift, review the LMG "Q and A's" posted on the SDBG website.
7. Maintain a visitor count with the "clicker."
8. Record visitor totals in the visitor tally in the LMG Resource Cabinet.

## Skills:

1. Completion of pre-requisites
2. Ongoing interest in the history of the SDBG and surroundings
3. Ability to positively interact and constructively work with diverse volunteers, staff members and visitors

## Time Required:

One hour of training and one two-hour shift – more as preferred

## Recommended Term:

One year preferred, more if desired.