

COLUMBIA RIVER
MARITIME MUSEUM
ASTORIA • OREGON

Lightship *Columbia* Volunteer Positions

Lightship *Columbia* Engine Room Tour Docent:

Objective: Engine Room Tour Docents lead groups of visitors (up to 12) through a 20-minute tour of the Engine Room. This is a specialized position.

Lightship docents who are interested in leading Engine Room tours will attend training sessions and new docents will shadow veteran docents (as coordinated by the Volunteer Coordinator) or staff at least twice before taking a shift on their own.

The volunteer will need to be able to walk on uneven pavement and navigate the stairs on the gangway and onboard the vessel. Docents need to be comfortable working in a small space with no windows or other visual cues to outside surroundings.

Volunteers will learn about the Lightship *Columbia's* Engine Room with accuracy and will be able to speak with small groups of visitors to educate them. Volunteers need to be comfortable with speaking in front of small groups and capable of clear communication. Volunteers will be able to answer basic questions about the vessel and its engine room.

General duties:

- The volunteer will make sure the Front Desk and the volunteer in the doghouse know when they will be leading engine room tours for the day and will post a sign (whiteboard) in the mess hall of the accommodations desk to let visitors know when the tours will be.
- The volunteer will unlock the gate to the engine room and put the unlocked lock in the gate closure to allow for evacuation but discourage visitors from joining tours in progress.
- The volunteer will arrive about 10-15 minutes before their shift time to check in with the Front Desk and Volunteer Coordinator and will sign the logbook while on board.
- The volunteer will attend safety protocol meetings and other trainings as requested by the museum and are expected to follow all safety protocols.
- The volunteer will keep count and record their number of visitors on the Engine Room Tours clipboard recording sheet. Tour groups should not exceed 12 guests.

Training: Training for the Lightship Engine Room tours includes shadowing other docents and/or staff as well as learning about the engine room and being able to talk about it from memory. The docent may use the laminated set of cards to assist them during tours. Docents are sometimes required to attend safety protocol trainings and other training sessions.

Time Commitment: Engine Room tours usually occur between 1:00-2:00. No tours may start after 2:30PM.

Who to Report to: Volunteer Coordinator or Education Director