

# PIPESTONE COUNTY HISTORICAL SOCIETY

Established 1880

Pipestone County Museum, 113 South Hiawatha Pipestone, MN 56146  
Phone: (507) 825-2563 Email: [piptymu@iw.net](mailto:piptymu@iw.net)



## **Volunteer Title: School Tour Assistant**

**Purpose:** The School Tour Assistant serves as an active facilitator for school groups visiting the Pipestone County Museum. Guides will oversee small groups of students helping to facilitate a specific experience station. Multiple groups will visit the station in 20-minute rotations throughout the length of the tour. Tours will be scheduled during regular Museum hours, Tuesdays through Fridays from 9 a.m. - 4 p.m.

**Location:** The School Tour Assistant works in the Pipestone County Museum located at 113 S. Hiawatha Avenue in Pipestone, MN. On occasion, assistants may be asked to work at other sites within the city limits of Pipestone.

### **Key Responsibilities:**

- The School Tour Assistant leads and guides small groups of children; redirecting behavior as necessary for the safety of the individual, group and exhibits in the museum.
- Clearly explains and presents information to the groups at the assigned station.
- Assist students as needed to complete the activity in the scheduled time slot; making adaptions as necessary to keep all groups moving within the rotation schedule.
- Interacts with children, answers questions, and verbally directs groups.
- Directs group to the next station at the completion of the assigned rotation time.

Reports to Museum Programming Aide of the Pipestone County Historical Society.

**The Length of Appointment:** The School Tour Assistant serves in an on-call manner as school tours are booked at the Pipestone County Museum.

**Time Commitment:** Anywhere from 1 to up to 4 days per week (Tu, W, Th, and F) for up to 6 hours each day, though likely to be fewer and in one-to-two-hour time blocks. The tours can be scheduled throughout the year with the busiest months being from mid-April through late May.

**Qualifications:** Enjoys working with children, ability to take authoritative role, ability to climb stairs, willingness to learn all information required to lead and guide multiple stations.

**Support:** Training and orientation for this position will be provided.

**Age Requirement:** None