



## **MISSISSIPPI STATE CAPITOL**

### **Volunteer Tour Guide**

#### **Purpose:**

To provide visitors with information that will enrich their visit to the State Capitol and to Mississippi. Under the purview of Mississippi State Capitol Visitor Services, the guide will provide information that shall educate the public about the historical and architectural aspects of the building, as well as Mississippi's legislative process.

#### **Responsibilities:**

Assist the Hospitality Attendant in greeting and signing in visitors  
If Hospitality Attendant is not present, perform responsibilities of Attendant while not on tour  
Escort visitors to the area where tour will begin and explain building guidelines  
Conduct guided tour of the State Capitol  
Be available on main floor for questions until visitors leave

#### **Qualifications:**

Knowledge of subject matter  
Ability to convey knowledge in an interesting manner  
Agreeable personality  
Ability to relate well to people of all ages, backgrounds, and educational levels

#### **Requirements:**

Successfully complete training  
Knowledge of State Capitol Visitor Services policies and procedures  
Stand for a minimum of one hour and navigate stairs  
Dependability

#### **Time Commitment:**

Continuous service assignment, preferably twice a month  
Thirty (30) hours of volunteer service per year at the State Capitol are required to remain on the active volunteer list

#### **Benefits:**

Pride of sharing one of Mississippi's most architecturally significant buildings with the public  
Continuing education  
Documented volunteer service for work or school credit  
All training and training-related materials provided by the State Capitol  
Volunteer appreciation activities provided by the State Capitol

#### **Reports to:**

State Capitol Curator, Visitor Services Director, or Assistant Visitor Services Director