



Volunteer Guides Program

For additional information, contact:

Vizcaya's Adult Learning and Engagement Manager: volunteerguides@vizcaya.org 305-860-8439

Please submit your completed application via e-mail: volunteerguides@vizcaya.org

To be considered for the Volunteer Guide Training Program, one must successfully complete the entire application and screening process. The initial part of this process involves the following steps:

- Email application
- Email current professional resume or curriculum vitae (CV) to
- Email cover letter that clearly explains why you would be a good fit for the Volunteer Guide Class at Vizcaya Museum and Gardens and outlines what characteristics would make you an excellent Volunteer Guide.

Materials received will be carefully reviewed, and those individuals who best meet the Volunteer Guide Program criteria will receive notifications and more detailed information regarding the next steps in the application process which may include phone and in-person interviews, as well as other experiences at the Museum.

Due to a high volume of applicants for the Volunteer Guide Program and a limited number of openings, this application into the Volunteer Guide Training Program does not guarantee acceptance. A competitive selection process is in place to ensure a high caliber of tour presentation and public representation for Vizcaya Museum and Gardens.

Course content and expectations:

Vizcaya Museum and Gardens will provide training to Volunteer Guide Candidates on the Museum's permanent collection, visitor engagement skills, learning theory, and museum education best practices.

Content and training will be presented by Museum staff and guest lecturers. Sessions will include classroom lectures, group discussions, multi-media presentations, and museum-based learning. Class participants will be assigned homework, which will include extensive reading and writing assignments. Participants will be required to successfully model tours prior to full acceptance into the Volunteer Guide Program at Vizcaya Museum and Gardens.

Costs:

There is no charge to enroll in the Vizcaya Museum and Gardens Volunteer Guide Training Program. There is an annual membership dues charged to Volunteer Guides once admitted to the Volunteer Guide corps.

You Meet the Initial Requirements for Being a New Vizcaya Volunteer Guide if:

- You enjoy meeting and working with new people.
- You have flexibility in your schedule and can commit to an average of six (6) hours per month at Vizcaya.
- You have access to and regularly use e-mail.
- You will be at least 18 years old.
- You are comfortable with and capable of giving tours in English. While Vizcaya actively recruits Guides who speak different languages, all trainings and certifications are conducted in English.
- You attend the Volunteer Guide Open House/Information Session (TBA) and interview with current members of the Vizcaya Volunteer Guides and Vizcaya staff.

If accepted as a Vizcaya Volunteer Guide, you will need to meet the following Additional Requirements for New Vizcaya Volunteer Guides:

- Attend all seven (7) New Guides Training Sessions (dates and time to be determined) and complete New Guide Certification (details of this process will be explained at the Open House).
- Attend 4 annual continuing education sessions
- Pass a standard Miami-Dade County background check (this will be facilitated by Vizcaya staff).
- Commit to the Vizcaya Volunteer Guides for a minimum of two years upon completion of training.
- Upon completion of training and certification sign an annual Letter of Commitment and pay annual dues of \$50 to be an active member of Vizcaya Museum and Gardens and the Vizcaya Volunteer Guides.

Vizcaya Volunteer Guide Applicant Information:

Date: _____ E-mail: _____

Full Name: _____

Home Phone: _____ Mobile Phone: _____

Address: _____

What are your impressions of Vizcaya Museum and Gardens?

Please tell us a little bit about your current and/or previous volunteer experience.

Please tell us what interests you in becoming a Volunteer Guide at Vizcaya.

What two strengths would you bring as a volunteer to the Vizcaya Volunteer Guide program?

How will this volunteer position fit with your personal long and short term goals?

How did you learn about this opportunity?

Work Experience and Educational Background:

(Please feel free to attach a resume or other supporting documents)

Current Employment Status:

Full Time _____ Part Time _____ Self Employed _____ Not Employed/Retired _____ Student _____

Vizcaya is open to the public Daily 9:30 a.m. – 4:30 p.m. except Tuesdays, Thanksgiving and Christmas day. Tours are generally given between 10:30 a.m. and 3:30 p.m. Please indicate your availability for volunteering at Vizcaya during these hours beginning in March 2013.

Days and times available: _____

Language(s) other than English in which you would be able to give a tour: _____

Emergency Contact Information:

Do you have any allergies, medical conditions, or access needs that we should be aware of? If so, please specify. _____

Whom should we contact in the event of an emergency?

Name _____

Phone# _____

Relationship (optional) _____

Background Information:

All Vizcaya Volunteers are subject to a routine background check. Please provide your date of birth so we may conduct this check. This information will only be used only for internal/staff purposes.

Date of Birth – Day: _____ Month: _____ Year: _____

Please attach a photocopy of government-issued photo identification, such as a passport or driver’s license.

Type of document attached: _____

ID # _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please complete the following:

Type of Crime _____ Date of Conviction _____

Penalty Imposed _____

Commitment:

If I am selected for the Vizcaya Volunteer Guide Training Program I understand the above and agree to abide by the conditions as stated on this application. I also attest that the above information is true.

(Signature)

For Internal Use:

Background Check completed by:

(Name)

(Title)

(Date)