

Volunteer Tour Guide

Role Descriptor

Glasgow Women's Library's pioneering and popular Women's Heritage Walks have been developed by volunteers supported by staff from GWL. These guided walks are offered as part of GWL's public programme, usually fortnightly from April to October (on Saturday or Sunday afternoons). We also offer walks for closed groups which are not advertised in our programme and can take place at different times during the week.

All of these generate income for GWL's charitable activities.

The aims of the walks are to:

- Provide information in an interesting, well researched, professional, inspiring and accessible way that highlights the often neglected role of women in Scotland's history.
- Highlight the role of GWL in preserving, celebrating and researching women's history
- Involve women in creating, celebrating and delivering information to the public on the role of women
- Capture the fragile histories of women in Scotland
- Grow and promote a specialised service/resource for the general public that raises much needed revenue for Glasgow Women's Library
- Offers the opportunity to gain skills, social connections, expand knowledge, improve mental and physical health and wellbeing and gain confidence in a supportive group.

Duties of the Volunteer Tour Guide:

- Share information with the public about the history of women uncovered by the history Detectives. Each guided walk is for a maximum of 20 people.
- Become familiar with at least 5 of the stops on at least one of the walks. We understand that this can take different more or less time depending on the individual. Some might start by doing one stop and build up to doing more over the course of a year; others might feel able to dive straight in and do five stops. There is no right way and the important thing is to learn at one's own pace.
- Become confident using the microphone to ensure that all participants can hear
- Keep the group safe and not lose anyone
- Share images to complement the information provided verbally
- Pick up a pack in the days leading up to the walk from GWL. This contains microphones, copies of the script, images, sign in sheets, GWL programme and Stamp As You Stomp loyalty cards
- Return the pack as soon as possible after the walk, making sure the images are in order.
- Support new volunteer tour guides and share knowledge and experience with them

Time commitment

We usually offer two walks a month between April and October, so about one walk every two weeks. This period spans three GWL programmes (Spring- February to May, Summer- June to August, and Autumn/Winter- September to the following January).

Walks are usually held on Saturday or Sunday afternoons. The walks for closed groups are more likely to take place on week days.

We ask that each tour guide helps to deliver at least one walk in each programme, which is equivalent to three walks per year. Each walk requires some preparation, liaison with the Volunteer Coordinator and other guides, and picking up materials from GWL in advance (microphone, images, script etc). This is equivalent to a minimum of 5 hours for every walk you take part in.

We also hold two tour guide meetings each year, usually one in October which is also a celebration of the end of the walking season, and one in the Spring to launch the season

Due to the nature of the role we feel this is best suited to someone who intends to volunteer long term, for at least 2 years (although, of course, we realise that circumstances can change).

Travel expenses:

As with all our volunteers we wish to refund any out of pocket expenses ((up to £5 per day) associated with travel to GWL for meetings, training etc or to the start of a walk. This includes public transport as well as cycle mileage (20p per mile) and car mileage (40p per mile).