**Volunteer Assistant 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 Assistant Tour Guide:**

* To help the Tour Guides to deliver the tour in a safe, enjoyable and timely way
* Ensure also that GWL is represented positively and that the evaluation forms are completed.
* The Assistant is usually responsible for handing out the props, taking the register and being a ‘back marker’ for the participating group ensuring that no one is left behind and that everyone can hear the tour.
* 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 programmes 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 assistant tour guides and share knowledge and experience with them

**Time commitment**

We usually offer 1 to 2 walks a month between April and October. Walks are usually held on Saturday afternoons. The walks for closed groups are more likely to take place on week days.

We ask that each tour guides helps to deliver at least 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 walk volunteers 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).