MISSISSIPPI STATE CAPITOL

Volunteer Tour Guide / Hospitality Attendant

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 tour guide/hospitality attendant will provide information that shall educate the public about the historical and architectural aspects of the building, Mississippi’s legislative process, as well as tourism-related information that will make the visitor experience to Mississippi more enjoyable.

Responsibilities:
Greet and sign in visitors
Place a tally mark for each visitor
Provide information about the State Capitol and the surrounding area
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, Director of Visitor Services, or Assistant Director of Visitor Services