



Volunteer Job Descriptions

Tour Guide

Supervisor: Educational Coordinator Mary Huck
Objective: To assist with the interpretation of the exhibits and to educate tour groups regarding the collections and exhibits.

Responsibilities:

- Greet guests.
- Lead educational activities and engage tour group visitors in conversations about the exhibits.
- Encourage inquiry and dialog.
- Report any maintenance issues.
- Enforce safety rules and assist with guest safety.

Qualifications

- Enthusiasm for history.
- Good communication skills.
- Willingness to use provided training materials, curriculum, and guidelines to provide a somewhat consistent tour experience.
- Ability to assist with some or all the tasks listed above.
- Availability during school tour times – Monday through Friday, 8:00 am – 3:00 pm, September through mid-June.

Training: Training in general object and exhibit interpretation and group engagement techniques. Training and direction for individual groups will be provided.

Office Assistant

Supervisor: Museum Director Diana Bolander
Objective: To assist with the tasks that support our mission.

Responsibilities:

- Assist with mailings by sorting, folding, stuffing envelopes, attaching labels, and preparing mailings for the post office.
- Assist with poster and brochure distribution.
- Assist with fundraising and membership activities via clerical work, phone calls to donors, and signing thank you notes.
- Data entry/Membership processing.

Qualifications:

- Willingness and ability to assist with the above tasks.
- Computer Skills helpful but not necessary.

Training: Training provided as needed by project.

Museum Store Clerk

Supervisor: Education Coordinator Mary Huck

Objective: To provide essential customer service to visitors by welcoming them to the museum and processing their purchases.

Responsibilities:

- Greet and welcome visitors.
- Explain admission costs and encourage membership.
- Assist visitor with store purchases.
- Orient visitors to their museum experience.
- Run Museum Store.
- Answer the telephone.
- Assist with stocking Museum Store.
- Communicate with staff regarding any maintenance issues.

Qualifications:

- Available between May and October.
- Must be friendly, welcoming, and customer-service oriented.
- Be willing to learn to the cash register and phone system.
- Be enthusiastic about the Museum and the region.
- Knowledge of other tourist attractions, lodging, and restaurants in the region is helpful.
- Due to the amount of training needed for this position, we ask that you are able to commit to at least 30 hours over the course of the high season.

Training: Training in cash register, phone protocols, and customer service provided.

Collections Care Assistant

Supervisor: Tracey Roberts, Collections Volunteer Team Leader

Objective: To assist in the care and cataloging of the museums' collection.

Responsibilities:

- Catalog and inventory the collection using PastPerfect Software system.
- Photograph objects.
- Clean and organize collections areas
- Assist in rehousing of objects as appropriate.

Qualifications:

- Must be organized and be detail-oriented.
- Knowledge of history and material culture helpful but not necessary.
- Willingness to learn new software.
- Will to get hands dirty.
- Due to the amount of training needed for this position, we ask that you are able to commit to at least 8 hours a month to volunteering.

Training: Training in object handling, rehousing, and PastPerfect

Events & Programs Assistant

Supervisor: Museum Director Diana Bolander and Education Coordinator Mary Huck

Objective: To ensure that museum visitors feel welcome and comfortable during special events.

Responsibilities:

- Greet guests, gather contact information, and encourage membership and donations.
- Set up catering and decorations for events.
- Assist speakers or performers.
- Willing to be active on and work with committees to develop events and fundraisers.
- Run educational activities during events. (i.e. play games, do crafts and art projects, demonstrations.)

Qualifications:

- Must be friendly, welcoming, and customer-service oriented
- Must be flexible in helping with multiple aspects of events.

Training: Provided as needed by project.

Building & Grounds Assistant

Supervisor: Museum Director Diana Bolander and Museum Technician

Objective: To ensure the beauty, historic significance, and safety of our site.

Responsibilities:

- Assist with gardening and yard maintenance.
- Assist with mine maintenance.
- Assist with train and train track maintenance.
- Assist with monthly safety checks and walk-throughs.
- Painting walls, doors, exhibits, or furniture.
- Building furniture or exhibits elements.
- Cleaning and Dusting.
- Moving heavy things.

Qualifications:

- A general “handiness” and willingness to contribute.

Training: Provided as needed by project.