



# Volunteer Job Descriptions

## Tour Guide

**Supervisor:** Museum Specialist - Operations Jenny Smith  
**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. Mainly in May.

**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 Erik Flesch  
**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:** Museum Specialist - Operations Jenny Smith

**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:** Collections Volunteer Team Leader Rachel Vang

**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 Erik Flesch, Museum Specialist -Operations Jenny Smith, or Museum Specialist – Communications Angie Wright

**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 Erik Flesch 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.