



VOLUNTEER JOB DESCRIPTIONS:

Administration

Assist Membership, Public Relations, Education, and Acquisitions with various short and long term projects. Skills needed are generally clerical and administrative in nature. Some projects will utilize specialized skills. Hours are flexible and are determined by each project.

Guest Services

With knowledge of Museum policies and procedures, volunteer staff welcome and orient visitors to the Museum. Paid admission is collected and attendance records are maintained. Skills needed are: the ability to work with a cash register (training provided), excellent communication skills and a desire to provide awesome customer service. Hours are 3 hours per week/shift Monday through Saturday, 10a.m.-1p.m., 1p.m. – 4p.m., or Sunday 12p.m.to 4p.m.

Museum Store

Volunteer Sales Assistants handle all sales transactions, restock inventory, and do daily light housekeeping to maintain appearance of Store. Skills needed are: the ability to work with a cash register (training provided), excellent communication skills and a desire to provide awesome customer service. Hours are 3 hours per week/shift Monday through Saturday, 10a.m.-1p.m., 1p.m. – 4p.m., or Sunday 12p.m.to 4p.m.

Special Events

Assist event team with Museum socials, private or corporate rentals with event set up, guest assistance, registration, processes and breakdown. Must have strong organization skills and preferred experience in event staffing. Hours will vary, depending on each event.

Tuscowilla Preserve/Property Beautification

Property Beautification volunteers will assist the Museum in maintaining the Tuscowilla Preserve Nature Trail and surrounding areas. This job requires the volunteer to be outside for the duration of the shift. The only skill needed is a love to be outdoors. Hours are flexible and determined by project.

Docent Program

The Docent Program trains guides to conduct adult and school tours of the Museum. Docents may choose to work with only adults or children. Training and study sessions are required. Docents-in-training will observe an experienced guide for several hours. Contact Zach Zacharias, Education Curator, at 386-255-0285 ext. 333.

For further information or to apply for any of the above volunteer positions, please call
Monica Mitry, Membership/Volunteer Coordinator at 386-255-0285 ext. 315 or email at monica@moas.org



Volunteer Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	
Date of Birth	

Availability

During which hours are you available for volunteer assignments?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (10am-1pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon (1pm-4pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening (Varies) (Special Events Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interests

Tell us in which areas you are interested in volunteering

- Administration
- Museum Store
- Museum Admission
- Docent
- Tuscawilla Preserve/Property Beautification
- Special Events

Special Skills or Qualifications

In order for us to make the best use of your volunteer time, please summarize your education, work experience, interests and skills. Also, please tell us what your expectations are as a volunteer.

--

Previous Volunteer Experience

Summarize your previous volunteer experience.

--

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Personal References

Name	
Phone Number	
Name	
Phone Number	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.