



Volunteer Application

Full Name: _____ Phone: _____

Address: _____

Email: _____ Date of Birth: _____

Are you a student? Yes No If yes, what school? _____

Are you employed? Yes No If yes, list employer: _____

Are you a CCHS member? Yes No **Applicant agrees to complete a mandatory background check?** Yes No

Why do you want to volunteer at the Coos History Museum? _____

List specific skills, education, experience or knowledge that may be relevant to your volunteer work:

Please list previous volunteer experience (name of organization and tasks): _____

Please provide 2 references that can speak to your abilities and background:

Name	Relationship to Applicant	Phone Number	Email Address

Availability – Please circle what day(s) and time(s) you are available:

<i>Sunday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
12 pm – 4 pm Summer only	10 am – 1:30 pm	10 am – 1:30 pm	10 am – 1:30 pm	10 am – 1:30 pm	10 am – 1:30 pm
<i>Monday</i>	1:30 pm – 5 pm	1:30 pm – 5 pm	1:30 pm – 5 pm	1:30 pm – 5 pm	1:30 pm – 5 pm
9 am – 2 pm Exhibits only	5 pm – 8 pm	5 pm – 8 pm	5 pm – 8 pm	5 pm – 8 pm	5 pm – 8 pm

Note: All Applicants must complete an online background check to be considered as a volunteer

Coos History Museum Volunteer Opportunities

**Not all volunteer opportunities are available depending on staffing and capacity. *
Please mark which volunteer areas you are interested in participating in.*

_____ **Visitor Services** - 3.5 hr per week commitment during operating hours; weekday/weekend options
Volunteers serve as visitor services representatives and museum guides. They assist with customer purchases, museum admissions, museum memberships, and with other activities necessary to maintain the appearance of the Museum Store. They also support other departments by assisting with administrative tasks as needed. These include bookings and registration, stuffing mailers, basic record keeping and telephoning assignments.

_____ **Education and Programs** - No weekly commitment; 3 hour shifts based on program schedule
Volunteers assist with different facets of museum programming. This includes front desk check in assistance, hands on assistance with program activities, creation and set up of program materials, tours and field trips for all ages.

_____ **Exhibits** - No weekly commitment; seasonal based on exhibit schedule
Volunteers participate exhibit set up, design, and creation. Carpentry and basic building maintenance skills are preferred but not required. Must be able to lift at least 30 lbs. *Note: These volunteers must pass mandatory training sessions to be accepted and work assignments are under the supervision of staff.*

_____ **Museum Collections** - 2 hr per week commitment during week day operating hours
Volunteers participate in the care and documenting of the object and archival collections within the museum by assisting with cataloging and the recording of data. *Note: These volunteers must pass mandatory training sessions to be accepted and work assignments are under the supervision of staff.*

_____ **Research Library** - 2 hr per week commitment during week day operating hours
Volunteers answer digital research requests and assist in person visitors who make an appointment to visit the Lansing Research Library at CHM. *Note: These volunteers must possess a working knowledge of local history and be computer proficient to be accepted; work assignments are under the supervision of staff.*

Signature: _____

Date: _____

Office Use Only

Date Received: _____

Date Contacted/Reference Check: _____

Background Check-

Sent to Applicant: _____

Date Submitted by Applicant: _____

Date Passed: _____

Application Sent to _____ Department.

Date Sent: _____