



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: Note: *Regular operating Hours are Tuesday – Saturday from 10 am – 5 pm; evening hours are only available based on programming and events scheduling.*

Tuesday	Wednesday	Thursday	Friday	Saturday
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
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
<i>After Hours:</i> 5 pm – 8 pm	<i>After Hours:</i> 5 pm – 8 pm	<i>After Hours:</i> 5 pm – 8 pm	<i>After Hours:</i> 5 pm – 8 pm	<i>After Hours:</i> 5 pm – 8 pm

Note: All Applicants must complete a 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.

_____ **Front Desk Attendant** - 3.5 hr per week commitment; operating hours weekday/weekend

Volunteers assist with reception, administrative, and customer service tasks such as processing museum admissions, memberships, program registration and providing visitors with information in person and over the phone. They also assist in the general upkeep of the museum store, as well as aiding store customers with their purchases. *Previous customer service and retail experience preferred.*

_____ **Gallery Attendant/ Docent** - 3 hr per week commitment; operating hours weekday/weekend

Volunteers assist by acting as a visible, welcoming, and knowledgeable presence throughout the museum galleries. They play a vital role in the safety and security of the collection by ensuring museum policies and visitor guidelines are followed. They also assist with light cleaning and answering visitor questions.

_____ **Education/ 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. *Note: all work assignments are under the supervision of staff.*

_____ **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; operating hours Tuesday or Thursday

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; operating hours Tuesday or Thursday

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: _____