

Volunteer Job Description

## ♦ Museum and Library Host

#### **Key Responsibilities:**

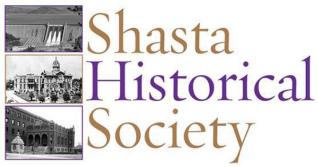
- Hosts work at the Shasta Historical Society greeting guests.
- Responsible for giving a history overview of the area to guests.
- Helps the librarian serve patrons in the library and waits on customers in the gift shop.
- Reports to the Librarian

#### **Time Commitment:**

Volunteer shifts are any day Monday-Friday from 10:00 am to 1:00 pm and 1:00 pm to 4:00 pm.

### **Qualifications:**

The skills that are needed for this position are as follows: must enjoy meeting and greeting the public, have a willingness to learn information about local history, enjoy helping with shelving library books, and be comfortable with handling money. The Society can never have too many hosts.



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# Cataloguer

## **Key Responsibilities:**

- Responsible for assigning the artifact an object identification number and marking the number on the artifact.
- Enters data about the artifact on the computer.
- Creates an accession folder that includes all relevant information about the artifact.
- Other duties as assigned.
- Reports to the Registrar

#### **Time Commitment:**

This is a four to eight hour a week volunteer opportunity. Volunteer shifts are any day Monday-Friday from 10:00 am to 1:00 pm and 1:00 pm to 4:00 pm.

## **Qualifications:**

This person needs to be a detail oriented, independent and flexible person who is comfortable with computers and possess basic typing skills and neat handwriting. All other training will be provided.



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## Special Events Volunteer

The Society often needs help with one-time only events. These occasions may require volunteers help with a fund raising activity, painting a building, stuffing envelopes--as well as a variety of other special events.

• Reports to the Curator of Education

#### **Time Commitment:**

This is the most flexible way to volunteer at the Society. When an event is approaching, you'll receive a message from a Society staff member through your preferred method of contact. You can decide whether or not to volunteer at that time.

#### **Qualifications:**

Special Events Volunteers have a positive, can do attitude and are willing to do moderate physical activity as needed.