



BROCKVILLE MUSEUM

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VOLUNTEER DUTIES AND DESCRIPTIONS

Thank you for your interest in volunteering at the Brockville Museum! Below you will find descriptions of some of the most common volunteer roles at the museum. Interested in helping in a way not listed? Our Volunteer Coordinator will be happy to meet with you and discuss your interests and how the museum might best benefit from your talents! Roles are listed in alphabetical order.

Please use our skills & experience legend to find the job that best suits you:

basic computer skills required

good phone manner required

good customer service skills a must

requires learning information

must enjoy working with kids

must be comfortable speaking to groups

must be comfortable handling money

comfortable working independently

able to work closely with others

able to commit to a schedule in advance

Archive & Collections Assistant

Skills/Experience:

Description: Assist with collection record keeping and the preservation of historical documents by scanning and digitizing images and documents and/or carrying-out basic data-entry tasks.

Typical time commitment: 2 hours or more per week

Baker

Skills/Experience:

Description: Use your passion for baking to prepare and provide baked goods such as cookies, squares and cakes for special events held at the museum throughout the year.

Typical time commitment: 4-6 times per year (busiest in February-March)

Educational Programming Assistant

Skills/Experience:

Description: Assist the Museum Educator with the craft and cooking activities that make up the museum's popular educational programs for youth.

Typical time commitment: 3 hours, once or twice a month

Front Desk Receptionist/Visitor Services

Skills/Experience:

Description: Welcome visitors to the museum and to our community, meet new people from around the world, perform basic sales transactions and share your interest in our heritage with others. On-going training is provided.

Typical time commitment: 3 hours per week

Gardeners

Skills/Experience:

Description: Keep your green thumb busy by working in the museum's well-known gardens which are entirely maintained by committed volunteers.

Typical time commitment: 2 hours or more every second week (April-September)

General Helper

Skills/Experience: ◆

Description: Help ensure that the museum functions seamlessly by working behind the scenes with basic maintenance projects such as painting and housekeeping and/or with event preparation such as setting up tables/chairs. Alternatively, there are always daily chores that need doing!

Typical time commitment: 1 hour or more per week or as required

Guide/Docent

Skills/Experience: ☺ ⓘ ♣ ❖

Share your passion for history with others by providing guided tours of the museum to visiting tour groups. Scripts and resource material in addition to training is provided.

Typical time commitment: 3 hours, two or three times per month (May-October)

Special Event Helpers

Skills/Experience: ❖

Description: Assist with the museum's many special events that are held throughout the year by helping to set-up and clean-up, by taking event photos, by serving tea, or by just being there to lend a hand!

Typical time commitment: 3 hours as required

Other ways to support and volunteer at the Brockville Museum:

Brockville Museum Board of Management

The Brockville Museum Board was established by City Council to operate a museum on the City's behalf. The Museum Board is responsible for the hours of operation of the museum, fees and admission charges, adoption of policies for rules respecting the use of the Museum and for the sale and distribution of objects and literature of historical significance or interest, and to encourage and develop volunteer groups to assist in the further development of museums and historical matters with the City. The Board meets once per month. Members are appointed by the City Council for a four-year term. Application forms can be obtained from the Clerk's Office at City Hall.

Friends of the Brockville Museum

The objectives of the Friends of the Brockville Museum is to promote and enhance the aims of the Brockville Museum. As a registered non-profit foundation, the Friends formalize a group of volunteers and supporters interested in heritage preservation. The Friends are dedicated to promoting the Brockville Museum, to protecting and preserving the Museum, its collection and its historical environment, to enhancing the Museum's educational and cultural programs and to providing financial and material support for Museum programs. Membership in the Friends of the Brockville Museum is \$20 annually. The Friends of the Brockville Museum Executive, which makes financial decisions on behalf of its membership, are elected at the Annual General Meeting. Any member in good standing may be nominated to the Executive.

Thank you for supporting the Brockville Museum!