



Current Volunteer Positions and Application Form

Thank you for your interest in volunteering with the North American Black Historical Museum.

Below are openings for specific volunteer positions. If you prefer, we also invite you to volunteer in other ways.

An application form is found at the end of the Job Description list.

Job Title	DIGITAL PHOTOGRAPHER
Objectives	To provide photographs to enhance museum publications
Skills	Pleasant manner; enjoys working with people Understands basic principals of composition: centre of interest, storytelling, foreground, background, etc. Knowledge of how your camera (& accessories) work Clear speech; English speaking (bilingual French an asset)
Duties & Responsibilities	To own and maintain one's own digital camera. To take digital photos, by appointment, at museum events. To record the names and contact information of primary subjects in photos that might be useful in museum publications, so that they might be contacted to obtain a Model Release, (permission to publish photo). To respect the request of people not to be photographed. To download photos from camera to computer and provide jpeg images to the museum.
Lines of Communication	You will work directly with the Curator/Administrator.
Orientation & Training	General Volunteer Training. The Curator/Administrator will provide guidance about the purpose of each assignment and how the photos will be used.
Times Needed and Place of Work	On occasion, at the museum or other sites where museum events are taking place; by appointment.
Commitment Required	Six months.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events. Photo credit when image is published.
Special Considerations	Dealing with the public can be a challenging experience. Difficult situations should be referred to the Curator/Administrator.
Satisfactions	Seeing your work published. Making a valuable contribution to the public image of the museum. Invaluable experience in public relations.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	PUBLIC TOUR GUIDE
Objectives	To provide visitors with a rich, informative experience of the museum, and increase their knowledge & appreciation of African Canadian history and contributions in the Amherstburg area.
Skills	Clear speech, pleasant voice English speaking (bilingual French an asset) Stamina to talk intermittently for up to an hour and a half Good grooming. Enjoys working with people
Duties & Responsibilities	Provide public tours of the main exhibit, the Taylor Log Cabin and Nazrey A.M.E. Church. Answer any questions related to the museum
Lines of Communication	You will work directly with the Curator/Administrator.
Orientation & Training	General Volunteer Training. The Curator/Administrator will provide you with the information to conduct tours, and provide developmental tutoring and partnering to build your confidence and skill.
Times Needed and Place of Work	From noon to 5 pm, on the museum property, 277 King St., Amherstburg.
Commitment Required	One afternoon every two weeks; occasionally by appointment, to assist Curator/Administrator with scheduled, group tour groups.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Dealing with the public can be a challenging experience. Difficult questions should be referred to the Curator/Administrator.
Satisfactions	Increased knowledge of local history. Invaluable experience in public relations.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	GIFT SHOP CLERK
Objectives	To assist tour group visitors with purchases from the museum gift shop.
Skills	Clear speech, pleasant manner English speaking (bilingual French an asset) Good grooming Neat handwriting Accurate cash handling Attention to detail
Duties & Responsibilities	Collect and record cash transactions, explain gift shop items to visitors, keep the gift shop area neat and attractive.
Lines of Communication	You will work directly with the Curator/Administrator.
Orientation & Training	General Volunteer Training. The Curator/Administrator will instruct you in procedures and record-keeping.
Times Needed and Place of Work	For a two-hour period by appointment in the museum Gift Shop, 277 King St., Amherstburg, when a tour group will be visiting the museum. You will be contacted for possible assignment in advance of the tour date.
Commitment Required	Three months, on an occasional basis.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Dealing with the public can be a challenging experience. Difficult questions should be referred to the Curator/Administrator.
Satisfactions	Invaluable experience in public relations. Making an important contribution to a valuable community resource.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	THANK YOU SECRETARY (This assignment is not currently offered)
Objectives	To provide donors with a personal, handwritten thank you note in appreciation for their contribution.
Skills	Attractive handwriting Facility with simple, appropriate language Attention to detail.
Duties & Responsibilities	Preparing handwritten notes of appreciation to donors to be mailed in a timely manner. You will be provided with blank notes, envelopes, stamps, names and addresses, and enough detail to write an appropriate message.
Lines of Communication	You will work directly with the Curator/Administrator and Treasurer.
Orientation & Training	General Volunteer Training. The Curator/Administrator will instruct you in procedures and record-keeping.
Times Needed and Place of Work	You may work from home or at the museum, at a time convenient to you.
Commitment Required	From September to the end of February.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Curator/Administrator.
Satisfactions	Making an important contribution to a valuable community resource. Providing donors with a handwritten, personal response rather than a computer-generated form letter. Assisting in heightening the profile of the museum?
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	EVENT SUPPORT HELPER
Objectives	To enable museum events to be run smoothly
Skills	Energy, enthusiasm, able to follow oral instructions, attentive to details, able to function as a team player. Punctual? Pleasant personality to work with the public?
Duties & Responsibilities	Assist the Event Coordinator in running a museum event. Help set up, clean up, arrange, collect tickets or admission, distribute programs, assist the elderly, and provide assistance as needed.
Lines of Communication	You will work directly with the Event Coordinator.
Orientation & Training	General Volunteer Training. The Event Coordinator will schedule training for the event.
Times Needed and Place of Work	These will be scheduled with the volunteer and will vary with the event.
Commitment Required	For six months, on occasion.
Benefits	10% discount on tickets for special events and gift shop purchases. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Event Coordinator.
Satisfactions	Making an important contribution to a valuable community resource. Helping maintain a high standard of museum service to the community.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	GARDEN TEAM LEADER
Objectives	To supervise maintenance of the museum gardens.
Skills	Basic knowledge of gardening, flowers & lawns & their maintenance. Knowledge of gardening implements/machines/chemicals & their use. Supervision of other gardening volunteers
Duties & Responsibilities	Recommend things needed to improve and/or maintain the gardens. Supervise volunteers in helping maintain grounds Schedule times & duties of volunteers Train volunteers in safe use of gardening tools etc.
Lines of Communication	You will work directly with the Curator/Administrator.
Orientation & Training	General Volunteer Training. The Curator/Administrator will schedule a tour introduce the volunteer to the grounds to be maintained and discuss expectations.
Times Needed and Place of Work	Timetable to be worked out with Curator/Administrator
Commitment Required	Six months.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Curator/Administrator.
Satisfactions	Making an important contribution to a valuable community resource Having made museum grounds appealing to tourists & residents. Sharing one's skills with others.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	GARDENER
Objectives	To maintain the beauty of the museum gardens and plantings.
Skills	Basic knowledge of gardening, flowers & lawns & their maintenance
Duties & Responsibilities	Take direction from the Garden Team Leader. Help maintain flower beds, plantings. Help control weeds throughout the grounds.
Lines of Communication	You will work on a team under the direction of the GARDEN TEAM LEADER.
Orientation & Training	General Volunteer Training. The Garden Team Leader will provide instruction.
Times Needed and Place of Work	Assignments will be arranged in cooperation with the Garden Team Leader.
Commitment Required	One growing season.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Garden Team Leader
Satisfactions	Making an important contribution to a valuable community resource Having made museum grounds appealing to tourists & residents.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	VOLUNTEER RECORDS CLERK
Objectives	To collect and maintain accurate records of volunteer involvement at the museum.
Skills	Enjoys working with people. Pleasant telephone manner. Attentive to detail. Comfort using computer keyboard.
Duties & Responsibilities	Contacting volunteers once a month to obtain hours served. Entering volunteer records into the museum's computer records.
Lines of Communication	You will work directly with the VOLUNTEER COORDINATOR.
Orientation & Training	General Volunteer Training. Job specific training will be provided by the Volunteer Coordinator.
Times Needed and Place of Work	Contacting volunteers once a month to collect hours' data may be done at the museum or from home. Computer data entry will be done at the museum.
Commitment Required	Six months
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Volunteer Coordinator
Satisfactions	Helping the museum to maintain records to support volunteers in their assignments. Providing support to the museum's efforts to obtain funding and grants by collecting and preserving data showing voluntary community involvement
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	VOLUNTEER COORDINATOR
Objectives	To organize and manage the museum's volunteer program.
Skills	<p>Previous work as a volunteer & a team leader (committee member/director)</p> <p>Able to give instruction clearly</p> <p>Able to work with others in a pleasant cooperative manner</p> <p>A good listener; warm and friendly manner</p> <p>Previous experience conducting interviews is an asset</p>
Duties & Responsibilities	<p>Work under guidance of the Curator/Administrator</p> <p>Interviewing potential volunteers for positions</p> <p>Organize and schedule volunteer training</p> <p>Maintaining contact with volunteers for encouragement and support</p> <p>Meet volunteers periodically for feedback/evaluation of their volunteer experience</p>
Lines of Communication	You will work directly with the Curator/Administrator.
Orientation & Training	<p>General Volunteer Training.</p> <p>Membership in WEAVA: The Windsor-Essex Association for Volunteer Administration</p>
Times Needed and Place of Work	At home or at museum as needed
Commitment Required	Six months
Benefits	<p>10% discount on gift shop purchases.</p> <p>Access to special event tickets in advance of general public.</p> <p>Two free museum passes for friends and family.</p> <p>Letter of reference and commendation.</p> <p>Invitation to Volunteer Appreciation events.</p>
Special Considerations	Questions arising from the work should be addressed to the Curator/Administrator.
Satisfactions	Working with the community & its people (local volunteers) to improve the quality & reputation of the museum
Contact Information	<p>To arrange an interview, contact:</p> <p>Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7</p>

Job Title	BINGO HOST/HOSTESS (10 needed)
Objectives	To greet arriving customers as a representative/host of our museum at scheduled electronic bingo sessions at the Paradise Gaming Facility, Dougall Avenue, Windsor. To promote our museum to customers by answering any questions about our museum, a registered charity
Skills	Comfortable helping people. Pleasant manner. Clear speech, pleasant voice, English speaking (bilingual French an asset). Stamina to spend two hours on your feet. Need own transportation
Duties & Responsibilities	To welcome customers into the Gaming Facility on behalf of the museum. To assist first-time visitors with using e-bingo. (You will receive training for this.) To refer all problems to the Gaming Facility staff. YOU WILL NOT HAVE TO DEAL WITH CASH OR SUPPLY BINGO MATERIALS; THIS WILL BE DONE BY THE GAMING FACILITY STAFF. You are there to provide friendly assistance to customers.
Lines of Communication	You will work directly with the BINGO COORDINATOR.
Orientation & Training	General Volunteer Training. A two hour volunteer training session provided by the Gaming Facility.
Times Needed and Place of Work	An assigned, 2-hour shift in a comfortable, SMOKE-FREE, gaming facility once a month.
Commitment Required	Six months.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events. A cash honorarium to cover personal expenses incurred at each session, such as refreshments and transportation.
Special Considerations	Questions arising from the work should be addressed to the Bingo Coordinator
Satisfactions	Helping to raise funds for museum operation Invaluable experience in public relations Having helped to promote a valuable community resource
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	BINGO HOST COORDINATOR
Objectives	To assign and support a team of BINGO HOSTS/HOSTESSES to maintain the museum's income from bingos.
Skills	Willingness to learn new things: e.g. how bingo gaming has improved for volunteers Strong communication skills Interpersonal skills: Warm and friendly manner
Duties & Responsibilities	Schedule Gaming Hall volunteer training Schedule volunteer assignments to the Gaming Hall Assist volunteers with transportation, if necessary Contact bingo hosts after each assignment to provide support and hear suggestions Distribute honoraria to Bingo Hosts/Hostesses
Lines of Communication	You will work directly with the VOLUNTEER COORDINATOR.
Orientation & Training	General Volunteer Training. Specific Gaming Training will be provided by the Gaming Facility
Times Needed and Place of Work	Once or twice a month at scheduled electronic bingo sessions (of 2-hour length) at the Paradise Gaming Facility, Dougall Avenue, Windsor. SMOKE FREE!
Commitment Required	Six months.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events. A cash honorarium to cover personal expenses incurred at each session, such as refreshments and transportation.
Special Considerations	Questions arising from the work should be addressed to the Volunteer Coordinator
Satisfactions	Supervising & delegating responsibility? Helping to raise funds for the museum so it can make improvements? Invaluable experience in public relations. Making an important contribution to a valuable community resource.
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	HEAVY MOVER
Objectives	To help move furniture or equipment at the museum
Skills	Knowledge of how to lift properly Knowledge of how to properly and safely handle large items Work with others to accomplish task
Duties & Responsibilities	Assist in moving large items at the museum, such as furniture and display cases
Lines of Communication	You will work directly with the VOLUNTEER COORDINATOR.
Orientation & Training	General Volunteer Training.
Times Needed and Place of Work	Assignments will be occasional and arranged by appointment
Commitment Required	Six months
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Volunteer Coordinator
Satisfactions	Helping museum manage and maintain its furniture collection Contributing to the efficient use of museum exhibit space and storage
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	DIRECT MAIL ASSEMBLER
Objectives	To assist the museum in communicating with museum members and the general public by mail.
Skills	Ability to do repetitive tasks. Attention to detail. Ability to work as part of a team.
Duties & Responsibilities	To help prepare monthly mailings of the museum newsletter, direct mail solicitations, notifications of meetings, and special events.
Lines of Communication	Your assignment will be arranged by the Volunteer Coordinator. You will work directly with the Curator/Administrator.
Orientation & Training	General Volunteer Training. Specific job training will be provided by the Curator/Administrator.
Times Needed and Place of Work	On occasion by appointment.
Commitment Required	Six months.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Curator/Administrator.
Satisfactions	Helping the Museum maintain contact with its supporters Helping raise funds to support museum operations Helping to increase membership
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 nabhm@mnsi.net 277 King St., Amherstburg, ON, N9V 2C7

Job Title	DATA ENTRY CLERK
Objectives	To help maintain the museum's data and mailing lists.
Skills	Comfortable using a computer Experience with computer files and directories Data entry experience an asset Word processor knowledge an asset
Duties & Responsibilities	Enter any information requested by Curator/Administrator Ability to find information required efficiently?
Lines of Communication	You will work directly with the CURATOR/ADMINISTRATOR.
Orientation & Training	General Volunteer Training.
Times Needed and Place of Work	On occasion by appointment
Commitment Required	Six months.
Benefits	10% discount on gift shop purchases. Access to special event tickets in advance of general public. Two free museum passes for friends and family. Letter of reference and commendation. Invitation to Volunteer Appreciation events.
Special Considerations	Questions arising from the work should be addressed to the Curator/Administrator.
Satisfactions	Contributing to the efficient running of the museum
Contact Information	To arrange an interview, contact: Kenn Stanton Curator/Administrator 519-736-5433 <u>nabhm@mnsi.net</u> 277 King St., Amherstburg, ON, N9V 2C7



North American

BLACK HISTORICAL MUSEUM

and Cultural Centre, Inc.

277 King Street, Amherstburg ON, N9V 2C7 nabhm@mnsi.net 519-736-5433

Volunteer Application

We are thrilled that you have chosen to volunteer with the North American Black Historical Museum. The following application will give us an idea of your interests and how we can work the best with you. Please print.

Last Name: _____ First Name: _____

Address: _____

(City/Town)

(Province)

(Postal Code)

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

E-Mail Address: _____

Emergency Contact: Name _____ Phone: _____

Current Grade (circle if applicable): Elementary 9 10 11 12

What skills can you bring to the museum? (Please check all that are appropriate.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Library training and/or expertise | <input type="checkbox"/> Retail experience | <input type="checkbox"/> Data entry |
| <input type="checkbox"/> Teaching experience | <input type="checkbox"/> Administrative skills | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Hospitality events experience | <input type="checkbox"/> Photographic skills | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Writing skills | <input type="checkbox"/> Organizational abilities | <input type="checkbox"/> Truck driving |
| <input type="checkbox"/> Collections care | <input type="checkbox"/> Creative/artistic skills | |
| <input type="checkbox"/> Word-processing | <input type="checkbox"/> CPR training | |
| <input type="checkbox"/> Grounds keeping/ gardening | <input type="checkbox"/> WHIMS training | |
| <input type="checkbox"/> Good with detail work | <input type="checkbox"/> First Aid Certification | |
| <input type="checkbox"/> Graphic design | <input type="checkbox"/> Languages (other than English): _____ | |

List any hobbies or interests you have that might be helpful in your volunteer activities.

Please describe any related work experience that might help you as a volunteer.

What are your expectations for your volunteer experience at the North American Black Historical Museum? For example:

“I expect to learn more about Black History and get some work experience.”

Please indicate your area(s) of interest: (Refer to job descriptions for descriptions)

- | | |
|---|---|
| <input type="checkbox"/> Public Tour Guide | <input type="checkbox"/> Bingo Host Coordinator |
| <input type="checkbox"/> Garden Team Leader | <input type="checkbox"/> Bingo Host/Hostess |
| <input type="checkbox"/> Gardener | <input type="checkbox"/> Digital Photographer |
| <input type="checkbox"/> Event Support Helper | <input type="checkbox"/> Gift Shop Clerk |
| <input type="checkbox"/> Volunteer Records Clerk | <input type="checkbox"/> Direct Mail Assembler |
| <input type="checkbox"/> Heavy Mover | <input type="checkbox"/> Data Entry Clerk |
| <input type="checkbox"/> Member of Board of Directors | |
| <input type="checkbox"/> Other Area: Specify - _____ | |

What is your availability?

Summer Only

Mon. Tues. Wed. Thurs Fri. Sat. Sun.

Weekly Bi-Weekly Monthly Occasionally

Short-term basis Long-term basis

Additional information that would be useful: (e.g. a vacation coming up)

* A resume is optional but welcome.

Return to: Attn: Curator or E-Mail: nabhm@mnsi.net

277 King St.

Amherstburg, ON N9V 2C7

FOR OFFICE USE ONLY

Interviewed by: _____ Date: _____

Orientation/Training Date: _____