



Volunteer Service Description



Title	Farmington Museum Collections Services Volunteer
Pay Class	Volunteer – Unpaid
Commitment	Minimum 4 – 6 months, 2 – 3 hours per week
Number of positions	1-2

Department/Division	<u>PRCA/Museum</u>	Latest Review Date	<u>Until filled</u>
Personnel Review	<u>T. Swenk</u>	Department Review	<u>Kandy LeMoine</u>

Job Duties:

Essential Duties: Reports to and works under the supervision of the Collections Manager or designee.

- Assists curatorial staff with cataloguing new acquisitions and data entry, scanning photographs and documents, researching exhibits and family histories, and transcribing family histories
- Enters data into collections computer software programs
- Files articles in family history and document folders
- Assists with inventory of collection
- Sewing
- Assists collections staff with behind the scenes tours
- Shadows/observes staff and volunteers who conduct behind the scenes tours to learn tour materials and techniques
- Becomes proficient with tour materials and technologies through attending training sessions scheduled by education coordinator
- Becomes proficient about museum mission and goals
- Becomes proficient about museum long term and changing exhibits
- Becomes proficient about how museum store merchandise is related to collections, exhibits and programs and suggests ideas for developing products from collections for merchandising in museum stores
- Complies with all policies and procedures
- Complies with volunteer standards and policies in PRCA Volunteer Management Manual

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



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Qualifications:

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Attends orientation scheduled by volunteer coordinator
- Attends trainings scheduled by collections manager
- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public
- Ability to handle valuable historical objects with care
- Typing and filing skills
- Knowledge of office equipment
- Ability to work with small (1-15) groups of people for behind the scenes tours
- Relates well to people of all ages and backgrounds, and may express a preference for working with specific ages/groups of visitors with whom volunteer has specialized experience or qualifications for behind the scenes tours (preschoolers, teens, adults, bilingual, hearing or sight impaired, etc.)
- Ability to listen and understand questions and provide accurate information
- Ability to perform duties as assigned with little supervision
- Ability to follow verbal and/or written instructions

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to use hands to handle or operate objects, tools or controls; and reach with hands and arms. The volunteer is occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move 5 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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Work Environment:

The work environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

We are an Equal Opportunity Employer, M/F.