

Get Involved!

A HEART FOR THE PAST, A HEAD FOR THE PRESENT, AND AN EYE TO THE FUTURE.

Getting involved at our Manitowoc County Historical Society is more than having a staff position or volunteering - it's a labor of love. Passion for what you do is a path to life-long learning and happiness.

Our Manitowoc County Historical Society is a place where those values run as deep as our roots.

We offer numerous opportunities to become involved, and look forward to sharing these experiences with you.

Between daily activities, evening programs, and weekend events, there's always so much happening at our Manitowoc County Historical Society. We rely on the help of dedicated and passionate volunteers to ensure our guests have fun and our grounds stay beautiful. We are looking for volunteers who are eager to be in the middle of the action at a place where history, science, nature, and art come to life. **Does this sound like you?**

Volunteers are a vital part of our museum's success as a groundbreaking institution. Volunteers can help MCHS build toward an exciting future. Join in the fun and become a volunteer!

Meet new friends, experience a unique look at history and become part of the exceptional Manitowoc County Historical Society experience.

WHAT ARE THE EXPECTATIONS AND BENEFITS?



Shifts are available weekdays, weekends, and evenings. Explore some of the different ways you can volunteer your time and abilities. Benefits include:

- Discounts at the Museum Store and various workshops
- Flexible time commitments
- Annual volunteer-only events
- Monthly E-Newsletter

MANITOWOC COUNTY
**HISTORICAL
SOCIETY**

EST. 1906

Join us as a Volunteer!

(920) 684-4445

GuestServices@ManitowocCountyHistory.org

ManitowocCountyHistory.org/volunteers

Manitowoc County Historical Society
924 Pincrest Road
Manitowoc, WI 54220

Here are some examples of how you can get involved!



Education

Do you enjoy sharing stories with people? Volunteer in all areas of our historic grounds. Talk to guests about nature and science, explain Civil War field medicine, help with crafts and hands-on activities, play games, and more. Additional training required.

Greet and check-in school field trip groups as buses arrive; provide maps and other information to teachers and group leaders; facilitate additional activities.

Help create and mend reproduction clothing & home furnishings worn and used on the historic grounds. Sewing, weaving or knitting skills are necessary.

Buildings and Grounds

Assist staff with planting, harvesting and maintaining gardens in the Manitowoc County Historical Society's historic areas. Opportunities are also available to discuss and explain the historic gardens to guests.

Keep our structures beautiful by painting, making needed repairs, and general cleaning.



Research and Collections

Every item at the museum needs to be accounted for – with computer data entry and photographs. Research requests come in throughout the year and are answered with historic photos, documents, and archival research.

Guest Services

Meet guests from around the globe while working our admissions desk! Assist guests making purchase selections, operate the computerized cash register, organize displays and stock merchandise in the busy museum store. Shifts are flexible and available weekdays and weekends.

Welcome families, tour leaders, and groups when they arrive at the museum, provide directional assistance, answer basic questions and escort them to begin their tours.

Help with membership sales and renewals mainly during special events. Explain the benefits and costs of new membership and assist current members renewing.



All of these positions and more are available to Manitowoc County Historical Society volunteers!

All ages Welcome—Youth Volunteers!

Learning is the primary focus of our museum's youth volunteer program. We aim to give talented young people the opportunity to grow through our Manitowoc County Historical Society's enriching environment. If you're passionate about our museum, love speaking to people, and enjoy the rewards of old-fashioned sweat and effort, this program may be for you!

Youth volunteer opportunities are open for students between the ages of 10-18 (including all current high school students).



MANITOWOC COUNTY HISTORICAL SOCIETY

VOLUNTEER APPLICATION

CONTACT INFORMATION

Name _____

Address _____ City _____ Zip _____

Home phone _____ Cell phone _____

Birth date (Month and Date): _____

MCHS utilizes an online "Volunteer Only" portal on our website for Volunteer training information, sign-up opportunities, and updates. Please provide your email address to be invited to the Volunteer portal:

Email: _____

Do you prefer to be contacted via email or phone? _____

VOLUNTEER INFORMATON

What special training or skills do you possess that you are willing to share at the Manitowoc County Historical Society?

What are some of your interests and hobbies? _____

What interests you about volunteering at the Manitowoc County Historical Society? _____

Please list two emergency contact persons

1. Name _____ Phone _____ Relationship _____

2. Name _____ Phone _____ Relationship _____

Volunteers under 16 must be accompanied by a parent or guardian.

When are you available to volunteer? Weekdays (Best days of the week: _____) Weekends

Number of hours per week requested _____ Best times _____

Are you volunteering for community service hours? _____

REFERENCES

Volunteer Experience: (List most recent service positions)

Position: _____

Position: _____

Agency: _____

Agency: _____

Date: _____

Date: _____

Contact Name: _____

Contact Name: _____

Phone Number: _____

Phone Number: _____

List two people other than relatives who would be willing to serve as personal references.

1. Name _____ Phone _____ Relationship _____

2. Name _____ Phone _____ Relationship _____

Continue the volunteer application on the next page.

PLEASE CHECK YOUR AREA OF INTEREST

**Training is provided for roles.*

***Uniforms and/or period clothing are provided if needed for various roles.*

Education* **

- Costumed Experience Leader/Docent—Encourage and support guests in connecting to history in new and hands-on ways in our historic structures. Please note if you have area(s)/building of interest.
- Youth Experience Leader— Assist as an interpreter with youth group tours and camps in sharing the stories of our Village residents and completing a themed activity. Please note if you have area(s)/building of interest.
- Create-Connect Workshop Host— Do you have a skill that you’d be willing to share as part of a workshop: quilting, spinning, woodworking, etc Skill: _____
- Off-site outreach programs
- Early Learning Programs for preschool age youth
- Adult education programs (nursing homes, assisted living, special needs, SPARK!)

Building and Grounds

- General Repairs— Help with general repairs, and other projects.
- Painting— Assist in the upkeep of our buildings and grounds.
- Grounds keeping— Assist with trees, brush, and general grounds keeping.
- Heirloom Gardens— Assist in the upkeep of community heirloom gardens.
- Snow Removal
- General cleaning

Research and Collections

- Answer research requests and seek information for MCHS projects/exhibits
- Artifact data entry (basic computer /scanning skills needed—training provided)

Guest Services*

- Office Assistance- Help coordinate membership mailing and data entry, stock shelves, inventory and other projects. Minimal computer skills are helpful.
- Front Desk - Greet visitors at the Welcome Center, answer phones, and operate museum admissions and Museum Store retail transactions.
- Group Greeter – Help welcome school tour and group tours.
- Tram Driver— Drive our tram carts through the grounds for visitors needing assistance.
- Rental Host— Assist with rentals and weddings with greeting, directions, and overview.
- Baker— Prepare baked goods for programs.
- Music— Share your musical talents during a special program.
Please specify style of music: _____

VOLUNTEER AGREEMENT

- I understand that the policies, rules, and benefits described in the Volunteer Handbook (available at the museum and on the museum website) are subject to change at the sole discretion of MCHS at any time.
- I further understand that my volunteering is terminable at will, either by the Board of Directors and Staff at MCHS, or myself regardless of the length of my volunteering. A background check and reference check will be completed.
- I am aware that during the course of my volunteering, confidential information may be made available to me. I understand that confidential information must not be released within or outside of MCHS.
- I expressly accept and assume all of the risks inherent in these volunteer activities. My participation is purely voluntary and I elect to participate despite the known and unanticipated risks. I understand that MCHS has taken steps to mitigate these risks but such risks simply cannot be entirely eliminated. I further understand that I am not covered under workers compensation or any other employee insurance policies of MCHS as a volunteer, and verify by my signature below that I have personal insurance or resources to cover any such injuries that may occur while a volunteer.

Date _____

Print Name of Participant _____

Signature of Participant _____

Signature of Parent or Guardian if volunteer is a minor _____