



Hiwan Homestead Museum Volunteer Program

Application and Information Packet

*Share your knowledge and love of history with
Hiwan Homestead Museum and Open Space park visitors!*



Inside this packet:

Position Descriptions:

- *Tour Guide*
- *Receptionist*
- *Behind-the-Scenes*
- *History Educator*
- *History Educator in the Parks*
- *Youth Volunteer*

Training Information

Application

Welcome and thank you for your interest in applying for a volunteer position with Jefferson County Open Space. Inside this brochure, you'll find the step-by-step process for applying for our volunteer program, including position descriptions, application deadlines (if applicable), training information and requirements for the program in which you have expressed interest. Once you've reviewed the information, simply fill out the application and return it to the address indicated on the front page of the application. The rest of this packet is yours to keep. Following return of your application, you'll be contacted by a Volunteer Supervisor to set up an interview. Once you've submitted your application, the following steps apply:

Step One: Attend an Interview

Upon receipt of your application, you'll be contacted to set up an interview to further discuss your interests and qualifications for the program.

Step Two: Program-Specific Training

Volunteers must attend program-specific training for the program in which they wish to participate. Open Space staff will provide appropriate training to your program, either in the form of small group training or one-on-one. Program staff will discuss training dates and requirements during your interview.

Step Three: Attend a New Volunteer Orientation

All new volunteers are required to attend a New Volunteer Orientation to become familiar with the entire Open Space program prior to individualized program training. There are several dates from which to choose. Orientation sessions are held at the Open Space offices, 700 Jefferson County Parkway, Suite 100, Golden, Colorado, 80401. During your interview, you'll be given dates and times for upcoming Orientation sessions. You can register to attend a session by calling the Volunteer Services Specialist at (303) 271—5992.

Benefits of volunteering at Hiwan Homestead Museum:

- *Meeting and greeting a wide variety of people from around the world.*
- *Invitations to volunteer recognition events at the museum and volunteer field trips to other historic sites.*
- *Opportunities to make friends with other volunteers who share similar interests and a love of history.*
- *Opportunities to learn more about the history of the Open Space program and its properties.*
- *Meet interesting people who have been a part of the history of Jefferson County and the Open Space program.*
- *Invitations to attend educational and appreciation events throughout the year.*

Jefferson County Open Space is committed to providing a quality experience for our volunteers. To that end, we require all potential volunteers to complete an application and attend an interview to determine a good fit for volunteer placement, based on your interests and abilities. Once accepted into our program, we work with you to provide support and training for your volunteer activities, as well as continuing education opportunities several times a year. Volunteers must abide by the rules and regulations of Open Space parks, facilities and established volunteer policies and procedures outlined in the Volunteer Orientation Manual.

TITLE: HISTORY EDUCATOR

SUPERVISOR: Museum Education Coordinator

SUMMARY OF POSITION:

History Educators conduct education programs for scheduled school groups (3 – 5th grade), members of the public and special groups. Programs are hands-on, interactive and educational. Scheduled programs are typically offered 10:00 – 12:00 PM weekday mornings. Topics include: Colorado pioneer history, Native Americans, and local history. As a part of the History in the Parks Program, Educators may also present outdoor history vignettes at various Jeffco Open Space Parks.

DUTIES:

1. Attend scheduled training and observation sessions.
2. Teach two to three classes per month.
3. Arrive 15 minutes before the scheduled group
4. Be responsible for scheduled time and notification of any necessary changes
5. Volunteers must abide by the rules and regulations of Open Space parks, facilities and established volunteer policies and procedures outlines in the Volunteer Orientation Manual.

MINIMUM REQUIREMENT / TIME COMMITMENT:

1. General interest in Colorado history and / or Native American cultures.
2. Enjoy working with grade school students.
3. Available Tuesday through Friday, two or three mornings per month. 9:45 AM to 12:00 PM.
4. Demonstrate flexibility required to meet the needs of our visitors
5. Two to three classes per month.
6. Minimum commitment of one year.
7. History in the Parks volunteers commit to 2 — 3 hours on weekdays, usually only once a week during spring and summer months.

TRAINING:

1. Extensive training is provided. This includes instruction, demonstration of techniques, shadowing, and one-on-one mentoring by Hiwan staff and qualified volunteers. Ongoing training and education are offered.
2. An orientation to Jefferson County Open Space and volunteer policies and procedures.

TITLE: MUSEUM RECEPTIONIST

SUPERVISOR: Hiwan Homestead Museum Administrator

SUMMARY OF POSITION:

The receptionist of the Hiwan Homestead Museum greets all visitors to the museum on weekdays when the museum is open. The receptionist also keeps track of the numbers of visitors, the numbers of tours, and who gives each tour. The receptionist handles books, postcard and note card sales, and completes volunteer work projects as needed.

DUTIES:

1. Greet museum visitors in a friendly and courteous manner.
2. Schedule museum tours to accommodate all visitors in a timely manner.
3. Record tours on a daily log sheet.
4. Perform book, postcard and note card sales, and record pertinent information on transactions for the Jefferson County Historical Society.
5. Complete volunteer work projects as needed.
6. Volunteers must abide by the rules and regulations of Open Space parks and facilities, and established volunteer policies and procedures outlined in the Volunteer Orientation Manual.

MINIMUM REQUIREMENTS/TIME COMMITMENT:

1. Able to work comfortably with a wide variety of people in a busy setting.
2. Six hours per month (two 3-hour time slots).
3. Able to deal on a limited basis with small amounts of book, postcard, and note card sales.

TRAINING:

1. Receptionist training session and museum tour by Hiwan Administrator.
2. Attend Orientation to Jefferson County Open and volunteer policies and procedures.

TITLE: MUSEUM TOUR GUIDE

SUPERVISOR: Hiwan Homestead Museum Administrator

SUMMARY OF POSITION:

Tour Guides conduct the general public on guided tours of the Hiwan Homestead Museum. They also conduct special, guided tours for large groups on weekday afternoons and often volunteer to interpret the museum to the public during special events.

DUTIES:

1. Guide visitors through the museum.
2. Interpret the history of the museum buildings, the Evergreen area, and rustic architecture.
3. Respond to any questions about other facilities or points of interest in the area.
4. Volunteers must abide by the rules and regulations of Open Space parks, facilities and established volunteer policies and procedures outlined in the Volunteer Orientation Manual.

MINIMUM REQUIREMENTS/TIME COMMITMENT:

1. Able to learn, and interpret historical information for a wide variety of people from different geographic areas, ages, and backgrounds.
2. Two weekday afternoons per month, for four hours per session.
3. Saturdays or Sundays for special events weekends occasionally.

TRAINING:

1. Six training sessions, including two observations of guided tours by experienced Hiwan Tour Guides, conducted by the Hiwan Administrator.
2. An orientation to Jefferson County Open and volunteer policies and procedures.

TITLE: YOUTH VOLUNTEER

SUPERVISOR: Hiwan Homestead Museum Administrator and Education Coordinator

SUMMARY OF POSITION:

The Youth Volunteers conduct guided tours of the Museum and assist in greeting and informing visitors at Museum special events. Youth Volunteers may assist the Museum Program Specialist in organizing the artifact collection and filing curatorial records. Youth Volunteers assist in teaching crafts during the “Just Being Kids” education program on Wednesday afternoons during July and August.

DUTIES:

1. Complete training session conducted by the Education Coordinator and Museum Program Specialist.
2. Schedule in advance and conduct at least 2 guided tours per month.
3. Wear appropriate clothing, bandana, and nametag while volunteering at the Museum.
4. Be responsible for their scheduled shifts.
5. Volunteers must abide by the rules and regulations of Open Space parks and facilities, and established volunteer policies and procedures outlined in the Volunteer Orientation Manual.

MINIMUM REQUIREMENTS/TIME COMMITMENT:

1. Be at least 14 years of age.
2. Complete volunteer application and interview, have a permission document and Release of Liability waiver signed by parent or legal guardian.
3. Be available at least two afternoons or special event programs each month during June, July and August.
4. Be friendly, courteous and willing to assist Museum staff.
5. Enjoy working with children and the public.
6. Youth Volunteers must commit to completing two shifts each month during June, July and August. The shifts may be as follows:
 - Tuesday through Friday giving guided special tours for children (tours last approximately 1-½ hours).
 - Tuesday, Wednesday, Thursday mornings in June, assisting with Discovery Days Program.
 - Wednesdays in July and August from 2:00 to 3:30 p.m., assisting with crafts for the “Just Being Kids” program.
 - Saturdays or Sundays during special events at the Museum for a two-hour shift greeting visitors.

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Youth Volunteer, continued

BENEFITS:

1. Learning the history of Jefferson County, Hiwan Homestead Museum and the pioneer era.
2. Satisfaction from presenting tours and education programs for grade school children.
3. Meeting other youth volunteers with similar interests and skills.
4. Participating in volunteer recognition activities.

TRAINING:

1. Attend a training session conducted by the Education Coordinator and Museum Program Specialist to learn the essentials of conducting Museum children's tour.
2. Additional training classes to prepare for "Just Being Kids" program.
3. Attend Orientation to Jefferson County Open Space and volunteer policies and procedures.

TITLE: BEHIND THE SCENES VOLUNTEER

SUPERVISOR: Hiwan Homestead Museum Program Coordinator

SUMMARY OF POSITION:

The purpose of the Behind the Scenes volunteer is to provide the technical support for Hiwan Homestead Museum's collections, exhibits, and educational programs. The volunteer records information on objects within the collections, assesses object condition, and provides minor conservation treatments. The volunteer assists the Museum Program Coordinator in researching, developing, and installing exhibits and the printed material that support these public exhibits and programs.

DUTIES:

1. Assist the Museum Program Coordinator.
2. Record information on objects within the Museum collection and enter the data into a database.
3. Inventory collection and record location of objects in database.
4. Provide primary research on collection, exhibits, and educational programs.
5. Develop and install museum exhibits.
6. Develop and implement programs that enhance the visitor's experience.
7. Volunteers must abide by the rules and regulations of Open Space parks, facilities and established volunteer policies and procedures outlined in the Volunteer Orientation Manual.

MINIMUM REQUIREMENTS/TIME COMMITMENT:

1. Must be at least 18 years old.
2. Possess physical ability to handle museum objects and exhibit mounts.
3. Attend scheduled meetings and trainings.
4. Must participate in special events/projects as needed.
5. Complete the volunteer training program and all updates.

TRAINING:

1. Specific hands-on training will be provided as necessary.
2. An orientation to Jefferson County Open Space and volunteer policies and procedures.