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Special Events Volunteer

The Montclair Historical Society relies on fundraising events to raise operating expenses. We currently have three major events and some smaller events which take place throughout the year. Volunteers are needed to assist in planning, publicity, mailings, staffing reception areas, etc. Major special events include: Herb Sale, Antique Show and the Holiday House Tour in early December. Assistance is always needed with regards to publicity, mailing preparations, and staffing the event. If you are interested in working on special events, your name will be given to the Chair of that particular event.

Board of Trustees/Committees

The Historical Society is always looking for new Trustees or volunteer for a variety of committee assignments including buildings and grounds at either site, Collections, Communications, and Development/Fundraising. For more information, contact the Executive Director.

The Montclair Historical Society is a private nonprofit organization that receives operating funds from its members, corporations, and foundations. In 2003, we also received an operating support grant from the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State.

VOLUNTEER PROGRAM



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Fax: 973-783-9419
Email: mail@montclairhistorical.org

GOALS OF VOLUNTEER PROGRAM

1. To provide volunteers with personal satisfaction of helping people explore Montclair's local history and the unique collections of The Montclair Historical Society.
2. To provide opportunities to meet other volunteers and participate in volunteer special events and trips.
3. To foster an interest in history and the community.
4. To provide specialized museum training where appropriate to carry out tasks as a volunteer.
5. To provide opportunities for training and experience that can translate into the volunteer's own career.

VOLUNTEER REQUIREMENTS

- All volunteers must be (or become) members of The Montclair Historical Society.
- Docents are required to attend training sessions prior to starting their volunteer position.
- School docents for the Israel Crane House will be scheduled a minimum of two tours per month..
- Each docent is required to find a replacement if unable to keep the scheduled time, and then inform the office of the change.

Crane House Gardener

The gardeners take care of the 18th century herb and flower garden, the focal point for the site, as well as other flowers, trees and shrubs on the Orange Road Site. Gardeners should be familiar, or willing to learn about, 18th and 19th gardens and their uses. Assist with planting, weeding, and general maintenance of garden and flower plots..



The gardeners meet every Wednesday morning from approximately 9am to 12 noon through the growing season, typically April through November, at the **Crane House**.

Visitor Services Assistant

Working in the Museum Shop, the Visitor Services Assistant greets all visitors on the site, handles admissions and all transactions in the Shop including admission to both historic house museums. Knowledgeable about local history and the two historic house museums the Historical Society owns and operates. The Visitor Center is open Friday and Saturday from 1 to 4pm and Sunday from 2 to 5 pm. All assistants will work one three hour shift. All visitor center assistants are asked to work a minimum of one three hour shift per month.

Evergreens House Docent

Docents greet all visitors at Evergreens and conduct guided tours of the grounds and main house, first floor and part of the second floor only. Public Hours: Docents can be scheduled Sunday afternoons April through October at 2:30 pm Special Group Tours: Docents can be scheduled Monday through Friday from 9am to 5 pm for special group tours for a one-hour tour, on average once a month.

Terhune Library Assistant

Library assistants volunteer in a number of different areas, depending on their interest and training. Main responsibilities include responding to inquiries for information and inputting records into the collections software program. Library assistants can volunteer anytime Monday through Friday from 9am to 5pm, Saturday from 1 to 4pm, or Sunday from 2 to 5pm.

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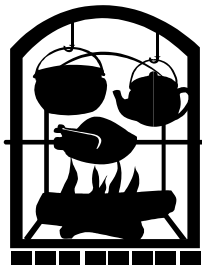
VOLUNTEER JOB DESCRIPTIONS

Crane House Museum Docent

Greet visitors and guide them through the Crane House Museum, giving a background to the Crane family who occupied the home, Montclair during the 1800s, the architecture, and the furnishings. Crane House docents are not in period costume. For School Tours: House Docents can be scheduled Tuesday through Thursday, September to May to assist with school tours, from 9:30am to 11:30 am, for grades 3 through 5. Public Hours: Docents can also be scheduled Sunday afternoons September through June from 2 to 5pm. Special Group Tours: Docents can be scheduled Monday through Friday from 9am to 5 pm for special group tours for a one-hour tour, on average once a month.. House docents are not in period costume.

Crane House Museum Kitchen Docent

Docents in the exterior kitchen demonstrate open-hearth cooking as it was done in the late 1700s and early 1800s in period costumes. They cook a selection of recipes from our own cookbooks or those appropriate to the time period. They engage visitors in an understanding of life during this time period, particularly the lives of



women, slaves and servants who would have done had the kitchen responsibilities in the Crane household. Inform visitors about cooking implements and kitchenware found in the kitchen. For School Tours: Kitchen docents can be scheduled Tuesday through Thursday, September to May to assist with school tours, from 9:30am to 11:30 am, for grades 3 through 5. Public Hours:

Kitchen docents can also be scheduled Sunday afternoons September through June from 2 to 5pm. Kitchen docents are in period costume as they demonstrate.

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OVERVIEW OF VOLUNTEER OPPORTUNITIES

- Crane House Museum: house docents and kitchen docents for Sunday public tours; house docents and kitchen docents for school tours; garden committee; buildings and grounds committee; program assistance for adult and family programs; collections assistant
- Visitor Center/Museum Shop: visitor services assistant
- Clark House/Main Office: clerical assistance, marketing and public relations assistance, mailing committee; fundraising and special event assistance
- Terhune local history Library in the Clark House: library assistant
- Evergreens: The Shultz House Museum: docents for public tours, and group tours; program set-up for adult and family programs; buildings and grounds committee

MISSION

The Montclair Historical Society will stimulate and support a strong sense of community by engaging residents and visitors through programs, exhibits and the conservation and interpretation of its historic sites and collections.

VOLUNTEER APPLICATION FOR THE MONTCLAIR HISTORICAL SOCIETY

CONTACT INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Email: _____

In the event of an emergency, please contact:

Name: _____

Phone: _____

WORK EXPERIENCE:

RETIRED or

Current Employer: _____

Address: _____

Position: _____

Since: _____

Previous Employer #1:

Address: _____

Position: _____

Length of Employment: _____

Previous Employer #2:

Address: _____

Position: _____

Length of Employment: _____

VOLUNTEER EXPERIENCE:

Current or previous volunteer experiences:

Organization #1: _____

Volunteer Position: _____

Time Period: _____

Organization #2: _____

Volunteer Position: _____

Time Period: _____

INTERESTS/HOBBIES:

Please complete the following statements:

I am looking for a volunteer experience that _____

In particular, I am interested in working with _____

AVAILABILITY:

I am available to volunteer: _____

Signature: _____

Date Submitted: _____