



Western Heritage Center
2822 Montana Ave.
Billings, MT 59101
(406) 256-6809

Date _____

APPLICATION FOR VOLUNTEER POSITION

Name _____

Address _____

City/State/Zip _____

Daytime Telephone Number _____

Other Telephone Number (cell, work, etc.) _____

E-mail Address _____

Emergency Contact (name, phone #) _____

Another Emergency Contact _____

AREA(S) OF INTEREST:

_____ **MUSEUM INFORMATION DESK**

Responsibilities include:

- Registering visitors in guest book
- Introducing visitors to exhibits and facility
- Dispensing brochures/flyers
- Responding to simple questions from visitors
- Referring more difficult questions to museum staff
- Completing simple clerical tasks, e.g., mailings

_____ **DOCENT (EDUCATIONAL ACTIVITIES AND TOURS)**

Responsibilities include:

- Conducting or assisting with guided or self-guided tours
- Supervising children who are exploring independently
- Assisting Curator of Education with setup and take-down of activities
- Assisting students who are participating in activities
- Preparing specialized materials for activities

_____ **ARCHIVE ASSISTANT**

Responsibilities include:

- Assist Archivist
- Organize and maintain collections materials
- Inventorizing incoming materials
- Preparing materials for use, storage, and display
- Special projects and events as needed

_____ **OTHER**

Please describe:

WORK SHIFTS

Please check the days and times you are available:

| Which day? | What times? |
|-----------------|-----------------|
| _____ Monday | _____ morning |
| _____ Tuesday | |
| _____ Wednesday | _____ afternoon |
| _____ Thursday | |
| _____ Friday | _____ other |
| _____ Saturday | |

PERSONAL/PROFESSIONAL REFERENCES

Please list the names and telephone numbers of three persons who have sufficient knowledge of your personal or professional history to discuss your ability to work as a museum volunteer.

- 1.
- 2.
- 3.

WORK HISTORY

Please describe any previous work experience – either paid or volunteer – that is related to your area(s) of interest. For each position, please include:

- Name of business or organization
- Name and telephone number of immediate supervisor
- Year(s) you worked
- Related work experience
- Other information you believe is important

(NOTE: You may substitute a copy of your resume, if this is more convenient.)

Signature

Date

Please return application to: Joyce Jensen, Volunteer Manager; Western Heritage Center; 2822 Montana Avenue; Billings, MT 59101
Call 256-6809 ext 141 or email joyce@ywhc.org