



VOLUNTEER INFORMATION SHEET

Name _____
Address _____
Phone No. (home) _____ (work) _____
E-Mail _____

PLEASE CHECK THE MOST CONVENIENT TIME FOR YOU TO WORK:

_____ Monday _____ Saturday _____ Morning
_____ Tuesday _____ Sunday _____ Afternoon
_____ Wednesday _____ All day
_____ Thursday _____ Per week
_____ Friday _____ Per month

PLEASE INDICATE THE TYPE OF WORK YOU WOULD LIKE TO DO:

- _____ *Interpreter:* Acts as guide for Museum buildings and exhibits.
_____ *Receptionist:* Welcomes visitors to the Museum and Visitor Center (does not require walking).
_____ *Curatorial Assistant:* Works on cataloging collections, upgrading storage facilities, and researching objects.
_____ *Researcher:* Assists with research on various topics relating to the collections, buildings, exhibitions, and publications.
_____ *Publicity Assistant:* Works on developing newsletter, related publications, as well as publicizing the Museum's events.
_____ *Clerical/Office:* Short-term projects, mailings, typing, computer work, web site, etc.
_____ *School Programs/Outreach:* Assists with developing programs for school children and senior citizens; assists with Scout programs.
Camp assistants are also needed (high school students welcome).
_____ *Oral Historians:* Will research various topics relating to Haverhill history and interview long-time residents/participants.
_____ *Photographer:* Photograph collections for curatorial records, publications, and special events.
_____ Other (If you have special skills not mentioned).

The Museum will maintain a list of ongoing projects of varied length in your area(s) of interest.

Training sessions will be required of all volunteers and will consist of lectures, trips to other museums, and reading assignments.

Please return the completed form to:

Haverhill Historical Society / Buttonwoods Museum
240 Water Street
Haverhill, MA 01830
978-374-4626
www.haverhillhistory.org

The Haverhill Historical Society Visitors Center is open Tuesday-Sunday, 10 AM – 5 PM
and tours offered Wednesday – Sunday, 10 Am – 4 PM.