



ELLA SHARP MUSEUM

## **Event Volunteer**

### **Summary**

**This role involves helping with museum events and activities opportunities, throughout the year. Visitors to these events hugely benefit from and value their interactions with volunteers. Volunteers serve as the ‘friendly face’ of the Museums: engaging visitors and guests, pointing them in the right direction, answering practical questions, and generally being warm and helpful. They might be handing out event or activity resources, explaining what to do, helping visitors with activities, helping people find their way around, taking names, keeping track of visitor numbers, or encouraging visitors to take part or fill in questionnaires.**

### **Responsibilities**

**Volunteers assist staff to welcome visitors and to encourage them to join in a range of activities, crafts, trails, games, object handling, photography, storytelling, planting, and interactive challenges. Volunteers also help to keep resources stocked and tidy and answer basic enquiries and help with evaluation.**

### **Requirements**

- **Must present a professional appearance and a friendly manner**
- **Must be dependable and punctual**
- **Be courteous and personable when dealing with the public**
- **Be self-directed, willing to take initiative, and detail-oriented**
- **16+ years old**

### **Training & Supervision**

- **Attends general volunteer meetings on every 4<sup>th</sup> Wednesday of every month**
- **Completes background check**

### **Time Commitment**

- **Attend volunteer meeting**
- **We ask you give us any time you have available**

### **Benefits**

- **Join a friendly, enthusiastic, and supportive team of volunteers**
- **Use your great customer service skills to enhance people's visits**
- **Interact with and inspire young people**
- **Meet people of all ages and backgrounds**
- **Contribute to the Museums' public engagement and accessibility remit**
- **Gain an insight into museum education**
- **Improve your awareness of the collections and buildings**
- **Build your confidence and customer service skills**



## **Volunteer Cleaner**

### **SUMMARY**

At Ella Sharp Museum we like to provide opportunities for everyone to explore, engage in, and enjoy history and the arts.

We are looking for a dedicated volunteer (or volunteers) who are interested in volunteering twice a week to help us keep our two kitchens tidy, deep cleaned and organized. The ideal candidate for this volunteer role will respect and value all human beings. Volunteering with EllaSharpMuseum is not about reaching down to help people up; rather, it is about using our individual skills, talents, and privileges to extend open arms and offer support.

### **Requirements**

- The role of the Volunteer Cleaner will be to help us keep the interior and exterior of our centre clean and tidy. This can include various tasks, such as:  
Cleaning up garbage Sweeping/mopping Dusting Washing walls, doors, and windows Sanitizing kitchen, handles
- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- 18+ years old
- Must be organized

### **Training & Supervision**

- Attends general volunteer meetings on every 4<sup>th</sup> Wednesday of every month
- Completes background check

#### **Time Commitment**

- Attend volunteer meeting
- 6 hours per week

#### **Benefits**

- Join a friendly, enthusiastic, and supportive team of volunteers
- Use your great customer service skills to enhance people's visits
- Interact with and inspire young people
- Meet people of all ages and backgrounds
- Contribute to the Museums' public engagement and accessibility remit
- Gain an insight into museum education
- Improve your awareness of the collections and buildings
- Build your confidence and customer service skills