

VOLUNTEER POSITIONS

Special Events and Programming

Objective: To assist with the execution of events and programs at Hillary House National Historic Site and AHS outreach.

Responsibilities:

- Greeting and engaging with visitors of all ages
- Running activities (ex. craft stations, reading stories, handing out treats, etc.)
- Monitoring historic rooms and provide general and specific information about the residence, it's occupants, and the AHS
- Supporting AHS staff during educational programs
- Set up and clean up for events and programs
- Enforce safety rules and assist with guest safety
- Be ambassadors for AHS

Qualifications:

- Enthusiasm for history, knowledge of Hillary House NHS and Aurora or enthusiastic to learn
- Experience speaking with visitors of all ages, good communication skills
- Ability to assist with some or all of the tasks listed above
- Vulnerable Sector Check (or willingness to obtain)

Training: Training in general site interpretation. Training and direction for individual events/programs will be provided.

Time Commitment: Specific days and times assigned - typically 1 day, 3 or 7 hour shifts



VOLUNTEER POSITIONS

Docents/Tour Guides

Objective: To assist with the interpretation of Hillary House National Historic Site and to educate the public regarding the collection and exhibits.

Responsibilities:

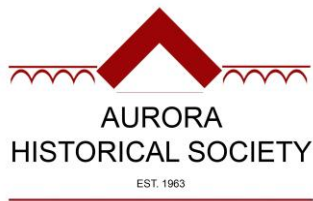
- Greet guests to Hillary House National Historic Site
- Provide general and specific information about the residence, it's occupants, and the AHS
- Interpret the history of the House
- Encourage inquiry and dialogue, answer questions
- Report and maintenance issues
- Enforce safety rules and assist with guest safety
- Be ambassadors for AHS

Qualifications:

- Enthusiasm for history, knowledge of Hillary House NHS and Aurora or enthusiastic to learn
- Experience speaking with visitors of all ages, good communication skills
- Ability to assist with some or all of the tasks listed above
- Vulnerable Sector Check (or willingness to obtain)

Training: Training in general site interpretation. Training and direction for individual projects will be provided

Time Commitment: Specific days and times assigned - typically 1 day, 3 or 7 hour shifts



VOLUNTEER POSITIONS

Gift Shop

Objective: To assist with the operation of the Gift Shop at Hillary House National Historic Site.

Responsibilities:

- Greet guests to Hillary House National Historic Site
- Processing and recording sales transactions
- Intake Gift Shop donations, pricing items, organizing for display
- Cleaning items and surfaces in Gift Shop
- Be ambassadors for AHS

Qualifications:

- Experience speaking with visitors of all ages, good communication skills
- Ability to handle cash and machine payment transactions
- Knowledge or interest in antiques
- Ability to assist with some or all of the tasks listed above

Training: Training in sales processing and administrative requirements as well as intake process.

Time Commitment: Flexible and ongoing. Set specific day of the week and time and/or on-call as needed to assist with special events.



VOLUNTEER POSITIONS

Collections & Exhibitions

Objective: To assist with the AHS' collections management and exhibition development at Hillary House National Historic Site.

Responsibilities:

- Cataloguing and digitizing artifacts
- Data entry of artifact information into database
- Moving and preparation of artifacts for storage and display
- Researching artifacts, themes, transcribing archival documents
- Writing and editing artifact labels, panels

Qualifications:

- Enthusiasm for history, knowledge of Hillary House NHS and Aurora or enthusiastic to learn
- Knowledge of Museum artifact and exhibition best practices or willingness to learn
- Good written communication skills
- Attention to detail
- Be able to work independently
- Computer skills an asset
- Ability to assist with some or all of the tasks listed above

Training: Training in general collections management practices and research. Training and direction for individual projects will be provided

Time Commitment: Set specific day of the week and time. Flexibility with some transcription or exhibition projects.

Administration & Special Projects

Objective: To assist with administrative tasks and special projects for the Aurora Historical Society.

Responsibilities:

- General administrative assistance
 - o Filing, mailing, communications
- Marketing and Promotions
 - o Design flyers/posters, press releases, promotion throughout the community
- Fundraising
 - o Special event projects, assist with requests for funding, communications
- Be ambassadors for AHS

Qualifications:

- Enthusiasm for history, knowledge of Hillary House NHS and Aurora or enthusiastic to learn
- Experience speaking with people of all ages, good communication skills
- Event experience an asset
- Attention to detail an asset
- Ability to assist with some or all of the tasks listed above
- Vulnerable Sector Check (or willingness to obtain)

Training: Training in administrative procedures. Training and direction for individual projects will be provided.

Time Commitment: Flexible. Some projects will have set requirements.



VOLUNTEER POSITIONS

Gardens and Grounds

Objective: To assist with the maintenance of the Hillary House gardens and grounds.

Responsibilities:

- Maintenance of garden beds & potted flowers
- Maintenance of lawns
- Maintenance of trees and shrubbery
- Seasonal clean-up (garbage and leaves)
- Interpretation of grounds and gardens, answer occasional inquiries.

Qualifications:

- Knowledge and interest in gardening and lawn care
- Willingness to receive direction
- Ability to perform general gardening chores, pruning, planting, weeding, deadheading, watering, and harvesting
- Work in hot weather, stoop and bend
- Identify plants or learn plant identification skills
- Lift 50+ lbs. (not necessary but a plus)
- Ability to assist with some or all of the tasks listed above

Training: Training in AHS landscaping plans. Specific training and direction will be provided for individual projects.

Time Commitment: Flexible – but must commit to 3-6 per week from April to October



VOLUNTEER POSITIONS

Facilities Maintenance

Objective: To assist with the upkeep and basic maintenance of Hillary House National Site.

Responsibilities:

- Simple repairs and carpentry work
- Painting

Qualifications:

- Experience with general house repairs and carpentry an asset
- Enthusiasm for history, knowledge of Hillary House NHS, historic restoration/preservation or enthusiastic to learn

Training: General direction will be provided.

Time Commitment: Flexible – Some projects will have set requirements