

Volunteer Position Description

Penetanguishene Centennial Museum & Archives

13 Burke Street, Penetanguishene, ON, L9m 1C1

Tel. (705) 549-2150 Fax (705) 549-7542

<http://pencenmuseum.com>

Why volunteer at the Penetanguishene Centennial Museum & Archives?

- Preserve an important piece of our history
- Share a part of Penetanguishene's history with people of all ages
- Meet people from around the world
- Gain experience for a future career
- Give back to your community

Hours: Volunteer hours are flexible and will be arranged to fit your schedule. The Museum is open from 9:00 a.m. to 4:30 p.m., Tuesday to Saturday (September 1 to June 3) and Monday to Saturday (July & August). From time to time there are also events outside of these hours.

Supervision & Training: You will be working closely with museum staff. We will provide you with any necessary training you may need to complete your tasks.

Responsibilities & Duties:

We want your volunteer experience at the Museum to be enjoyable and fulfilling. We'll work with you to find tasks that fit your personality and skills. There are four main areas in which you may choose to volunteer.

Education Programming

- There are two types of education programmes at the Museum: programmes for school groups (September to June) and programming help during school breaks (ie march break programming or summer programming). . Volunteers are needed for both types.
- Museum programming take place primarily during the summer months and March Break, as well as occasionally on PA Days throughout the school year.
- Tasks include: helping to prepare materials and set up before the programme; helping children with crafts and activities during the programme; and helping to clean up afterwards.
- You will work closely with the Program's Coordinator/Curatorial Assistant to help deliver programmes. Training will include meeting with the Program's Coordinator/Curatorial Assistant prior to the programme to learn what you will be doing.

- An excellent opportunity for those who enjoy working with children and who may be considering a career in a teaching-related field.

Genealogy

- The Museum offers an active and vital Genealogical research centre maintained by dedicated volunteers.
- Volunteers may help with researching families in the Penetanguishene area, as well as answering general inquiries from the public.
- Training will include working with the other Genealogical Research volunteers on specific projects and learning the general practices of working within a museum from the Curator.
- An excellent opportunity for those who are interested in meeting up with fellow researchers or those who want to learn more about genealogy.

Grounds

- In the spring, summer and fall, volunteers may help staff to plant and care for the site's floral gardens.
- You will be working closely with our summer staff.

Special Events

- The Museum hosts special events throughout the year, such as our Haunted Halloween, Easter Eggstravaganza, Christmas, Winterama, and Canada Day Celebrations,
- You may be asked to help with setting up or taking down and other duties associated with each specific event.

Collection Management

- The Museum provides a safe repository for almost 7,700 artifacts and over 8,000 archival documents of the tangible history of the Town of Penetanguishene and its people.
- Volunteers may help with accessioning a collection into our database, digitizing the collection, or assisting in updating our website.
- Training will be conducted by the Curator/Museum Supervisor and will training in dealing with artifacts and archival material.
- Extensive training will be required of this position and will only take place once the volunteer has committed to dedicate a certain amount of hours to a project.
- This opportunity will only be available from September 30 to June 1st due to the availability of access to the collections management database.

All volunteers are responsible for showing up at their arranged times. If you cannot make it, please let museum staff know as soon as possible.

Volunteers are also responsible for recording their volunteer hours on the chart posted in the office.