



Volunteer Application

Please submit your application to:
Siouxland Heritage Museums
Attn: Volunteer Coordinator
200 W 6th St
Sioux Falls, SD 57104
OR museum@minnehahacounty.gov

Name: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Educational Background (High School, College, etc.): _____

Current Employment and Volunteer Commitments: _____

Areas of Special Interest or Hobbies: _____

How did you hear about volunteering at the museums? _____

Why are you interested in volunteering with the Siouxland Heritage Museums? _____

Availability

Which days would you be available to volunteer? (Please Circle) **M T W TH F Sat Sun**

What time of day would you prefer? (Please Circle) **Mornings Afternoons Evenings**

Museums Hours of Operation:

Old Courthouse Museum 6th and Main

*Open Daily
Monday through Friday 8am-5pm;
except Thursday 8am-9am
Saturday 9am-5pm
Sunday Noon-5pm*

Pettigrew Home & Museum 8th and Duluth

*Open Daily
Summer Hours: Monday through
Saturday 9am-5pm Sundays Noon-5pm
Winter Hours: Monday through
Sunday Noon - 5pm*

Irene Hall Museum Resource Center

4300 N Westport Ave
*Open Tuesday through Friday
1pm-5pm or by appointment*

Volunteer Opportunities

There are a variety of opportunities at the Siouxland Heritage Museums. We encourage our volunteers to help in any opportunities that are listed in the monthly newsletter if they are interested. The next page lists the main volunteer positions with a brief description. The museum will provide training for all assignments. All volunteers must comply with specific policies, safety procedures, and codes of conduct followed by the museum.

Would you prefer to work with the public? Yes _____ No _____

If yes, would you prefer to work with adults and/or children? Adults _____ Children _____ Either _____

Volunteer Position Descriptions

What areas of volunteering interest you? (Check all that apply)

___ **Special Events Volunteer** assists in a variety of activities which may include: selling tickets, handling concession work, supervision of exhibit areas, leading games/activities, and directing visitors. Expectations are that the volunteer arrives on time and stays for the assigned time. Opportunities may be available during the day or evening.

___ **Education Aide** (Education Dept.) assists in the development and presentation of educational programs to the public and various groups. Some programs include Historic District Walking Tours, Kids Activity Day, Starlab Planetarium, Tipi Program, Day Camps, and large cooperative events. This position requires a willingness to learn and work with all ages, along with good communication skills. Hours vary.

___ **Docent** (Education Dept.) will complete a docent training program and provide historical interpretation of the Pettigrew Home to the public through guided tours. This volunteer should have good communication skills and a willingness to work with all ages. Hours are primarily during the day, on weekdays or weekends.

___ **Registrar Assistant** (Collections Dept.) assists in the care, conservation, and preservation of the historical objects that make up the Siouland Heritage Museums' collection. Duties may include sorting, cataloging, and inventorying artifacts, researching specific historical items in the collection, and assisting in the preparation, set-up, and take-down of artifacts on exhibition. This position requires careful work habits and attention to detail. Experience with Microsoft Word, Excel, and scanning equipment preferred; there will be training for the collections database. Assistance is mostly needed during the day Tuesday-Friday.

___ **Exhibits Assistant** (Exhibit Dept.) aids the staff in the production and installation of quality exhibits. Duties may include crafting skills, scrapbooking, painting, sanding and finishing, using power tools including drill press, table saw, band saw, and planers, and work with various materials including Plexiglas, Formica, wood, and metals. Hours are primarily weekdays.

___ **Store Clerk** (Administration Dept.) aids in selling unique items to visitors at the Old Courthouse Museum. This position needs to be willing to work with staff and the public for making sales, restocking inventory, and keeping the store clean and organized. Volunteer should be comfortable working with money and computers. Opportunities include weekdays and weekends.

Please List References (not relatives):

Name: _____ Relationship: _____

E-mail: _____ Phone: _____

Name: _____ Relationship: _____

E-mail: _____ Phone: _____

I confirm that the above information is correct. I realize that acceptance as a volunteer is based on the combination of my interests and talents and the needs of the Siouland Heritage Museums. I realize that specific opportunities may not be available at a given time, but that my application will be held on file.

Signature: _____ Date: _____