

Volunteer Opportunities at the Ebenezer Maxwell Mansion

Tour Guide – Tour guides should be comfortable speaking to groups. A potential tour guide will attend docent training at the Mansion and study a Guides Manual. New guides will accompany experienced guides, initially; then the experienced guides will accompany the new guides.

Gardening Volunteer – Gardening volunteers should enjoy working outside. Tasks include weeding, watering, planting annuals and perennials, sweeping walkways, raking.

Event Volunteer – Responsible for assisting with various tasks at events at the Mansion. Tasks include serving food, collecting email addresses of guests, setting-up for an event or cleaning-up afterwards – moving antique furniture, setting-up and removing folding chairs.

Maintenance / Preservation Volunteer – Responsible for cleaning the interior spaces of the Mansion and cleaning and polishing museum objects according to museum collection maintenance standards. This volunteer must take great care with the Mansion's antiques and finishes.

Office/Clerical Volunteer – Responsible for assisting with general office duties such as printing and applying mailing labels, photocopying, assembling printed hand-outs, filing, answering the telephone, inputting data.

Proofreader Volunteer – Responsible for proofreading Maxwell Mansion newsletter, documents and publications, as necessary, for accuracy, consistency, spelling and grammatical errors.

Grant Writing Volunteer – Responsible for assisting with drafting written grant proposals to secure grant funds to support the mission of the Mansion.

Education Volunteer – Responsible for assisting with presentation of special educational programs to school groups. Teaching experience is needed.

Legal Volunteer – Responsible for assisting the Mansion with legal matters by providing *pro bono* legal services including legal counsel, reviewing policies and documents, etc.

Collections Volunteer – Inputs collection catalog data from card files into online museum system. Assists with organization of paper collection files. Photographs collection items.

Photography Volunteer – Takes photos at events and workshops, edits pictures, and saves to the Mansion computer.

Gift Shop Volunteer – Assists in pricing and displaying gift shop items. Works in the gift shop during events, makes sales, takes money, records, sales, processes credit cards.

Did you find an opportunity that matches your skills? Return to Volunteer! to print an application.