Volunteer Area Descriptions

Administration
Assisting museum staff in clerical/administrative duties including, but not limited to:
- Filing
- Copying
- Faxing
- Answering/managing multi-lined telephones
- Organizing
- Preparing documents
- Researching
- Data collection and entry

Community Outreach
Aiding museum staff in connecting the ICRCM with the community including, but not limited to duties such as:
- Planning and managing community outreach initiatives
- Correspondence
- Canvassing
- Being museum representatives at community outreach initiatives: parades, job/volunteer fairs, etc.

Events
Helping museum staff carry out ICRCM events including, but not limited to duties such as:
- Planning for and managing events
- Correspondence
- Greeting and/or escorting
- Crowd maintenance
- Preparing refreshments
- Setting-up
- Cleaning-up

Fundraising
Working along museum staff in the ICRCM fundraising endeavors including, but not limited to duties including:
- Planning for and managing of fundraising events
- Correspondence
- Data collection and entry
- Handling donor acknowledgements and thank you letters
- Identify and research donor prospects

Tour Guide Assistant
Working directly with Tour Guides to help managed patrons on tour including, but not limited to duties such as:
- Escorting patrons to and from tours
- Greeting and presenting protocol
- Tour group management and supervision
- Monitoring galleries
Saturday Story Hour Guest Reader

- Dynamic leaders and educators from the community narrate stories and interact with children ages 5 thru 12 years old. Each storytelling hour includes vocabulary development, reading comprehension, and a make-and-take art project.