



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

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 donor prospects 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 the galleries