

Rock County Historical Society – Volunteer Opportunities

Title	Department	Duties	Time Commitment
Special Events Volunteers	All Departments	<ul style="list-style-type: none"> Assist RCHS staff in running special programs Tasks can include: registration table, event set up and take down, running activities, and helping with any refreshments 	Volunteers are asked to attend a pre-event meeting, if it is offered
Archives Associate	Archives	<ul style="list-style-type: none"> Assist with information requests from walk-in visitors, email inquiries, and written requests Assist with processing archive materials: copying, scanning, indexing 	Volunteers are asked to have at least two three-hour shifts per month.
Data Management Volunteers	Collections	<ul style="list-style-type: none"> Work with the Curator to manage and maintain our vast and varied 3D collection information database Tasks can include: entering new objects into Past Perfect, entering past paper entries into Past Perfect, checking for errors 	Flexible depending on availability of the volunteer
Frances Willard School Teachers	Education	<ul style="list-style-type: none"> Run a prepared historic schoolhouse program for local 3rd graders Lead students through various activities and classes 	At least five shifts over the spring
Tour Researcher	Education	<ul style="list-style-type: none"> Assist with the research and development of tours for the Lincoln – Tallman House, including researching new information, investigating and creating interactive tour elements, and evaluation of the tours. 	Flexible depending on availability of the volunteer
Walking Tour Guide	Education	<ul style="list-style-type: none"> Coordinate and execute walking tours within Rock County on select dates during the summer and fall Help us grow our offered information on a third-party digital app that guests can access during tours or on their own 	Flexible depending on availability of the volunteer
Historical Interpreters	Operations	<ul style="list-style-type: none"> Lead groups of guests through the historic Lincoln – Tallman House, provides educational information. 	At least two weekend shifts a month
Gift Shop Assistant	Operations	<ul style="list-style-type: none"> Assist the Operations Manager in managing the Gift Shop Tasks will include making inventory suggestions, and ensuring stock is maintained. Assist with layout of the shop, and assure that it is neat. 	Flexible depending on availability of the volunteer – coming in at least twice a month to meet with the Operations Manager
Campus Crew Members	Operations	<ul style="list-style-type: none"> Work with the Campus Caretaker to maintain the RCHS campus, its various historic buildings and landscape 	Flexible depending on availability of the volunteer
Museum Education	Education	<ul style="list-style-type: none"> Work with the Education Curator to develop new programming for current programs, and design new programs Position involves both research as well as program facilitation 	Flexible depending on availability of the volunteer, with at least one two hour shift a week
Story Squad	Marketing	<ul style="list-style-type: none"> Collect the stories of Rock County residents at RCHS events and community events. Use our Polaroid camera to gather images of story tellers 	Flexible depending on availability of the volunteer
Rental Volunteers	Development	<ul style="list-style-type: none"> Volunteers are needed for: merchandising, shop inventory, and much more! 	Dependent on rental calendar
Membership Data Entry	Development	<ul style="list-style-type: none"> Help us keep our records up to date by entering new member information in our database 	Flexible depending on availability of the volunteer
Collections Management	Collections	<ul style="list-style-type: none"> Help the Curator move, catalogue, care for, and rotate seasonal collections objects Various skills are needed: sewing, collections care, data entry, research, and more. Training available! 	Flexible depending on availability of the volunteer