

Volunteer Job Descriptions

Volunteer Mission

The Museums of Western Colorado inspires and connects our community by championing the scientific and cultural heritage of the Colorado Plateau.

Requirements:

- ❖ Volunteers must be at least 16 years of age (special permission required for younger volunteers).
- ❖ All volunteers must pass a background check.
- ❖ All volunteers will interview with the department they wish to work with.
- ❖ All volunteers must attend an orientation tour and training session.

All Position Qualifications include:

- ❖ Interest in history, paleontology, teaching, public speaking, museums, etc.
- ❖ Interest in working with students from grades K to 12.
- ❖ Proficiency in reading, writing and speaking English.
- ❖ Ability to speak Spanish or another language desirable.
- ❖ Ability to communicate effectively with a group.
- ❖ Flexibility to work weekdays and weekends as well as special events.
- ❖ Flexibility to work weekdays between 9:00 am and 5:00 pm as well as special events.
- ❖ A charming and infectious smile!

Positions in BOLDED font = in need of more qualified volunteers

Cross Orchards Positions:

- General maintenance
 - Duties
 - Assist with the maintenance of the gardens and grounds.
 - Keep this historic structure clean and protected.
 - Promote Cross Orchards and engage with public interest.
- Gardeners
 - Duties
 - Assist with the maintenance of the gardens and grounds.
 - Tend to plants and trees, use ladders and garden tools.
 - Harvest apples in the Fall from our historic apple grove.
- **Mechanics**
 - Experienced in working with all types of machines
 - Small engine repair
- **Engineers**
 - Experienced in working with all types of machines
 - Small engine repair
- **Cook/Actor**
 - Requires knowledge of working with an historic oven
 - Volunteers will demonstrate historical context to visiting tours
 - During events: will bake and hand out cookies.
- Blacksmith
- Carpenters
 - Construction
 - Hand carving
- Electrician
- Event personnel
 - Cross Orchards has 7 major events throughout the year.
 - Duties
 - All hands-on duty type of work
 - Includes ticket sales, working with children, directing traffic, train maintenance, pressing cider,
 - Set up and break down of events
 - Flexibility to work in the evenings and weekends.
 - Assist with the event as required by the Event Supervisor.

Dinosaur Journey's Positions:

- **Docents**
 - Duties
 - Assist with interpretive programs including school programs, public tours, scheduled tours and special events.
 - Assist with promotional and marketing programs and related tasks.
 - Qualifications
 - Interest in geology, paleontology, teaching, public speaking, museums, etc.
 - Interest in working with students from grades K to 12.
 - Proficiency in reading, writing and speaking English.
 - Ability to speak Spanish or another language desirable.
 - Ability to communicate effectively with a group.
 - Flexibility to work weekdays and weekends as well as special events.
 - A charming and infectious smile!

- **Molding & Casting**
 - Volunteers will assist in the preparation of molds and casts created from original fossil materials collected from different sites.
 - Special silicones, latex, plaster, fiberglass, and plastics are used to create quality copies of fossils to be sold in the gift shop, display, or for research
 - Attention to detail and experience in arts/crafts is preferred.
 - Ability to communicate with museum visitors and K-12 students is preferred as all molding and casting takes place in the Dinosaur Journey exhibition hall.

- **Gallery/Outreach Presenters**
 - Duties
 - Interact with museum guests and school tours by interpreting fossils and/or rocks & minerals, on the outreach carts within the museum gallery.
 - Qualifications
 - Interest in geology, paleontology, teaching, public speaking, museums, etc.
 - Interest in working with museum visitors and students from grades K to 12.
 - Proficiency in reading, writing and speaking English.
 - Ability to speak Spanish or another language is desirable.
 - Flexibility to work weekdays and weekends as well as special events.
 - A charming and infectious smile!

- **Site Stewards**
 - Duties
 - Visit museum interpretive trails and off-site facilities to monitor their condition and check for vandalism or maintenance issues.
 - Take interpretive brochures/materials to trail heads and keep them stocked.

- Take notes if any vandalism, illegal digging, or damage is noticed at the sites and report to the curator of paleontology.
 - Qualifications
 - Interest in geology, paleontology, teaching, public speaking, museums, etc.
 - Ability to hike on established trails up to 1.5 miles.
 - Ability to take detailed notes on trail and site conditions.
- Field Work Volunteers
 - **Requires prior experience in any of the preceding volunteer positions at Dinosaur Journey**
 - 3 months / 100 hours of either molding & casting, docent tours, and site stewarding.
 - Partake in the excavation of dinosaurs in the summer!
 - Work can be physically demanding and primarily outdoors, often in adverse weather conditions, including heat, biting gnats, and wind. Volunteers may be required to hike in rough terrain in a hot dry climate, sometimes carrying heavy loads up to 40 pounds.
 - Quarry work requires long periods of bending, stooping, and working in cramped positions. Work may be conducted in remote areas of public lands. Quarry work requires manual labor such as digging, bending, stooping, moving rocks, working in tight quarters on rocky ground, emptying talus buckets, carrying and setting up equipment.
- Fossil Preparation Lab
 - **Requires completion of lab work and safety training.**
 - Duties
 - Assists in the mechanical and chemical preparation and restoration of fossil material.
 - Work with pneumatic and manual tools.
 - Work carefully with a variety of adhesives, solvents, and weak acids.
 - Affinity to work carefully with three dimensional puzzles is a plus!
 - Create archival supports as necessary for delicate fossil material.
 - Work patiently on meticulous projects in a noisy area, with small repetitive movements.
 - Assist in screen washing and microvertebrate sorting.
 - Assist with exhibit installation and deinstallation as needed.
- Event personnel
 - Dinosaur Journey has 3 major events throughout the year.
 - Duties
 - All hands-on duty type of work
 - Set up and break down of events

- Education and outreach work with the general public and K-12 students
- Flexibility to work in the evenings and weekends.
- Assist with the event as required by the Event Supervisor.

Museum of the West Positions:

- Docents
 - Duties
 - Assist with interpretive programs including school programs, public tours, scheduled tours and special events.
 - Assist with promotional and marketing programs and related tasks.
 - Qualifications
 - Interest in history, paleontology, teaching, public speaking, museums, etc.
 - Interest in working with students from grades K to 12.
 - Proficiency in reading, writing and speaking English.
 - Ability to speak Spanish or another language desirable.
 - Ability to communicate effectively with a group.
 - Flexibility to work weekdays and weekends as well as special events.
 - A charming and infectious smile!

- Gallery Presenter / Historical Interpreter
 - Duties
 - Embrace history by interpreting it! Embody a character (fictional or not) and engage with the complex stories portrayed in the gallery.
 - Requires accurate historic interpretations based on thorough research.
 - Assist with interpretive programs including school programs, public tours, scheduled tours and special events.
 - Assist with promotional and marketing programs and related tasks.
 - Qualifications
 - Interest in history, teaching, public speaking, museums, etc.
 - Interest in working with students from grades K to 12.
 - Proficiency in reading, writing and speaking English.
 - Ability to speak Spanish or another language desirable.
 - Ability to communicate effectively with a group.
 - Flexibility to work weekdays and weekends as well as special events.
 - A charming and infectious smile!

- Event personnel
 - The Museum of the West has **4** major events throughout the year.
 - Duties
 - All hands-on duty type of work
 - Set up and break down of events
 - Flexibility to work in the evenings and weekends.
 - Assist with the event as required by the Event Supervisor.

Loyd Files Research Library & Marie Tipping Archives Positions:

- Cataloging
 - Volunteers will assist with the registration, cataloguing, and documentation of collection material.
 - Assist with the care, security, and safety of the collections.
 - Assist with the organization and storage of different collections.
- Digitizer
 - Input catalog lists into our computer database system.
 - Requires computer literacy, sitting for lengths of time, attentive to detail, can make meticulous notes.
 - Help format data for transitioning from the PastPerfect Database to Collective Access.
- Researcher
 - Join us in servicing our community by answering their questions! In 2019 alone, the Loyd Files Research Library & Marie Tipping Archives completed over 300 research inquiries relating to Western Colorado. These requests come from all around the world, pertaining to different topics such as the lives of historic individuals and events, newspaper articles, property in the downtown area, oral histories, and family histories/genealogy.
 - Requires basic librarian skills, such as pulling records, books, using microfilm, organizing the library, using call numbers for books, scanning, and superb researching ability.
 - Qualifications
 - Interest in history, paleontology, teaching, public speaking, museums, etc.
 - Interest in working with students from grades K to 12.
 - Proficiency in reading, writing and speaking English.
 - Ability to speak Spanish or another language desirable.
 - Ability to communicate effectively with a group.