



Volunteer Job Positions

General Requirements:

- Volunteers must be at least 16 years of age.
- 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, training sessions, and occasional volunteer meetings.

Key Qualifications:

- Interest in any of the following: history, paleontology, agriculture, education, community events, working with the public, collaborating with a team on various projects, etc.
- Proficiency in reading and writing.
- Proficiency with software such as Microsoft Word or Excel.
- Ability to communicate effectively with a group.
- Flexibility to work special events.
- Flexibility to work weekdays or weekends between 9:00 am and 5:00 pm.



Cross Orchards **Volunteer Positions:**

General Maintenance

- Work with the curator of Cross Orchards to keep this historic site clean and protected.
- Assist with maintenance of the historic buildings, gardens, and grounds.
- Promote Cross Orchards and engage with public interest.

Gardening

- Play a key role in maintaining the landscape in our victory garden.
- Plant and provide care for trees, flowers, groundcover, and other plants across the site.
- Utilize ladders and gardening tools.
- Harvest apples in the Fall from our historic apple grove.

Maintenance Specialist

- Apply any present skills as an electrician, carpenter, mechanic, plumber, or any other trade to work on various repair/building projects.
- Analyze, diagnose, and repair small engines.
- Maintain actively used vehicles on the premises.

Blacksmith

- Perform demonstrations during school field trips, tours, and special events.
- Operate our forge.
- Assess the needs of the blacksmith building.

Event Personnel

- Assist with the set up and break down process of events.
- Manage ticket sales, direct traffic, press cider, engage with the general public, or perform other tasks based on your determined role prior to the event.
- Operate the ride-on-train.
- Be flexible to work evenings and weekends.
- Take direction from the Event Supervisor, and assist with the event as necessary.



Dinosaur Journey **Volunteer Positions:**

Docent

- Lead interpretive programs including school trips, public tours, and guided visits.
- Work with the Museum Educator to create a guided-tour experience that compliments students' curriculum.
- Adhere to a schedule laid out by the Tours Manager.
- Assist with promotional and marketing programs, as well as other docent-related tasks.

Paleontology Lab – Molding & Casting

- Prepare molds and casts created from original fossil materials that have been unearthed and collected from different sites.
- Utilize an assortment of materials and stains to create quality casts of fossils to be sold in the gift shop, displayed in the exhibition hall, or studied for research purposes.
- Remain precise and attentive to details throughout your work.
- Occasionally interact with museum guests, including K-12 students.

Paleontology Lab – Fossil Prep

*** Requires previous lab work at Dinosaur Journey and completion of safety training. ***

- Assist in the mechanical and chemical preparation and restoration of fossil material.
- Utilize pneumatic and manual tools, as well as a variety of adhesives, solvents, and acids.
- Remain precise and attentive to details throughout your work.
- Create archival supports as necessary for delicate fossil material.
- Work patiently on meticulous projects in an often noisy area.
- Screen-wash and sort micro vertebrate.
- Assist with exhibit installation and deinstallation as needed.

Gallery/Outreach Presenter

- Interact with museum guests and school tours by interpreting fossils, rocks, and minerals on the outreach carts within the museum gallery.

- Take direction from the Curator/Resident Paleontologist, and work closely with the volunteers in the lab.

Field Work – Quarry Worker

*** Requires three months prior experience in any of the preceding volunteer positions at Dinosaur Journey. ***

- Partake in the excavation of dinosaurs in the summer dig season!
- 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.
- Work may be conducted in remote areas of public lands.
- Must be capable of lifting and carrying up to 40 pounds, as well as long periods of crouching, bending, stooping, and standing.
- Able to perform manual labor such as digging, moving rocks, working in tight quarters on rocky ground, emptying talus buckets, and setting up equipment.

Field Work – Site Steward

- Visit interpretive trails and off-site facilities to monitor their condition, and check for vandalism and other maintenance issues.
- Transport interpretive brochures and other educational materials to trailheads.
- Hike the full length of trails.

Event Personnel

- Assist with the set up and break down process of events.
- Manage ticket sales, direct foot traffic, engage with the general public, or perform other tasks based on your determined role prior to the event.
- Be flexible to work evenings and weekends.
- Take direction from the Event Supervisor, and assist with the event as necessary.



Museum of the West **Volunteer Positions:**

Docent

- Lead interpretive programs including school trips, public tours, and guided visits.
- Work with the Museum Educator to create a guided-tour experience that compliments students' curriculum.
- Adhere to a schedule laid out by the Trips & Tours Manager.
- Assist with promotional and marketing programs, as well as other docent-related tasks.

Historical Interpreter

- Embody a historical figure or fictitious character 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.
- Must be proficient in reading, writing, and speaking English. (Bilingual candidates are a plus!)
- Must be comfortable and articulate with public speaking.
- Flexibility to work weekdays and weekends as well as special events.

Cataloging

- Register, catalog, and document collection material.
- Assist with the care, organization, storage, and safety of the collections.

Digitizer

- Input catalog lists into our computer database system.
- Must be computer literate, and capable of sitting for lengths of time.
- Often required to take 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!
- Each year, our research library completes hundreds of 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 abilities.
- Must be proficient in reading, writing, and speaking English. (Bilingual candidates are a plus!)
- Communicate effectively with a group.

Event Personnel

- Assist with the set up and break down process of events.
- Manage ticket sales, direct foot traffic, engage with the general public, or perform other tasks based on your determined role prior to the event.
- Be flexible to work evenings and weekends.
- Take direction from the Event Supervisor, and assist with the event as necessary.