

## **Anderson Falls Heritage Society**

### **Volunteer Position Descriptions**

Thank you for considering volunteering with the Anderson Falls Heritage Society. Below, you will find a listing of some of the ways in which you can help us with our mission of preserving and presenting our rich local history. For all positions, new volunteers will receive training and guidance from experienced members of the Society. Hours are very flexible, so even if you can only volunteer one hour per week, it is much appreciated and welcome!

For further information, please contact AFHS, 96 Clinton Street, Keeseville, NY 12944, telephone 518-834-9219.

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Position: Docent (Museum Tour Guide)

Duties: Greet visitors and show them around the museum. Keep an eye on things and people.

Qualifications: Must be willing to meet and work with the general public. Must be interested in local history. Must be willing to familiarize yourself with museum exhibits and materials.

Duration: Tuesdays and Thursdays, mid-May through mid-October. One to two hours per day.

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Position : Accessions Assistant

Duties: Make sure information from Donor Form for a donated item is entered properly in the computer database, maintaining a system of accession numbers for donated items.

Qualifications: Must be computer literate. Must be detail oriented.

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Position: Records and Genealogy Assistant

Duties: Compile and organize public records such as wedding announcements, obituaries, newspaper articles relevant to local history, photographs, and genealogical records of local families. Conduct research in these records on request for museum patrons.

Qualifications: Must be good at organizing information and materials. Must have good research skills.

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Position: Publicity Assistant

Duties: Volunteers in this position work collaboratively to prepare written press releases for events of the Society, prepare fliers for Society events and exhibits, and maintain and update the Society's web page and social media profile.

Qualifications: Must have good writing skills. Must be willing to learn web page and social media maintenance.

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Position: Gift Shop Assistant

Duties: Help with maintaining and organizing products in the museum gift shop. Keep track of and record sales. Make sure cash received equals sales, give cash to Treasurer for bank deposit. Help conduct inventory of gift shop at end of summer season.

Qualifications: Must be able to work accurately with money. Must be able to keep track of inventory.

Duration: Tuesdays and Thursdays, mid-May through mid-October. One to two hours per day.

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Position: Exhibit Development Assistant

Duties: This is a collaborative position in which volunteers research potential ideas for museum exhibits and travelling display exhibits (for downtown window) and help to set up the exhibits.

Qualifications: Must be interested in local history. Must be creative and have good aesthetic judgement.

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Position: Assistant Special Events Coordinator

Duties: Volunteers in this position will work collaboratively to plan and organize special events sponsored by the Society.

Qualifications: Must have good planning skills.