**Volunteer Information**

Thank you for your interest in volunteering for the City of Minnetonka Historical Society. Serving as a volunteer is a meaningful way to contribute to your community, learn about local history and work with others. The basic roles and responsibilities listed below are flexible, rewarding, educational, and fun. Training is provided.

**Burwell House Tour Guide** – Time commitment is6 hours or more during the summer months and periodically throughout the year for additional tours and special events. Tasks included are as follows:

Attend initial orientation and training for new guides and stay current on annual updates.

* Respond to the calendar schedule request sent by the City in a timely manner and be prepared to find a substitute for yourself if you cannot attend on your scheduled dates/times.
* Be a good steward of this historical treasure; faithfully adhere to the Tour Guide Procedures provided in the training guide booklet.

The primary contact is Kathy Kline at the City of Minnetonka at 939-8350

**Collections** –Note: As of Spring 2022, all collections volunteer positions are filled. Please check back for future opportunities. Tasks included are as follows:

* Scan or take photos of our collections; resize images as necessary; upload to CollectiveAccess database; and save to the CMHS hard drive.
* Catalog collections items using CollectiveAccess database (database training provided).
* Assist Collections Manager with proper storage and labeling of collections items.

**Museum Volunteers** – Time commitment is flexible. Tasks included are as follows:

* Assist with the development of new museum exhibits, including research, label writing, design, and installation.
* Help staff museum during open hours, including answering visitors' questions, safeguarding collections items on display, and occasionally facilitating hands-on educational activities.
* Assist with general upkeep of the museum, including cleaning and tidying as necessary.

**Community Education Volunteer -**Time commitment is on an as-needed basis. Tasks included are as follows:

* Assist in the development and facilitation of CMHS educational programs for children and families.
* Host community education presentations and educational programs for all ages.

**Event Volunteer** –Time commitment is on an as-needed basis. Tasks include the following:

* Assist with CMHS events such as Holiday Open House, Halloween Spooktacular, Antiques Appraisal, fundraisers, and trivia nights.
* Help with set up and clean up, as well as help facilitate events (take tickets, answer questions, distribute MHS membership information, book sales, etc.

**Research Volunteer** –Time commitment is 2-10 hours/month. Tasks include the following:

* Conduct research and respond to questions received from the public.
* Conduct research for use in CMHS programs (such as public presentations) and for posts on our Facebook page.
* Help compile subject files that can be used on an ongoing basis by MHS board, volunteers, and the public.

**Oral History Volunteer** – Time commitment on an as needed basis. Tasks include the following:

* Meet one-on-one with community members who have an oral history to share.
* Write a summary of the oral history, gain approval of the interviewee, post the approved oral history to the website and prepare a newsletter article if/when appropriate

**Web Site –** Time commitment is between 5-10 hours per month. Tasks include the following:

* Update home page with event notices and featured media (resharing presentation videos, social media posts, images, etc.)
* Assist in content development and organization for upcoming new website construction
* Monitor online contact form for organization questions and historical education inquiries

**Social Media** –Time commitment is between 2-10 hours per month. Tasks include the following:

* Create Facebook posts
  + Research background information for posts
  + Answer questions that arise due to posts
  + Respond to comments on Facebook
* Explore other social media outlets and report on them
* As we expand our social media presence, support posts with images, information, and text to keep them active.

For further information, or, for questions, please call our City of Minnetonka phone number at 952-930-3692 or email us at [minnetonkahistoricalsociety@gmail.com](mailto:minnetonkahistrocialsocety@gmail.com).