



SOOKE REGION MUSEUM

Volunteer Application

Please email to info@sookeregionmuseum.com
 or mail\return this completed form to:
 Sooke Region Museum, PO Box 774, Sooke V9Z 1H7
 Corner of Sooke Rd & Phillips Rd. ph 250-642-6351

(please print)

Name: _____ Date: _____

Address: _____

City: _____ Postal Code _____

Phone: _____ Email: _____

Emergency Contact:(name and phone) _____

I am usually Available to help the following times:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Briefly describe past volunteer and /or other relevant experience emphasizing what you enjoyed:

Briefly describe special skills: _____

The museum has many enjoyable volunteer opportunities. We will provide the tools and training to carry out the tasks. **Mark your preferences:**

- | | | | |
|---|---|--|------------------------------------|
| <input type="checkbox"/> Children's Programs | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Open House June | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Visitor Centre | <input type="checkbox"/> Artifact repair | <input type="checkbox"/> Moss Cottage Xmas | <input type="checkbox"/> Archives |
| <input type="checkbox"/> Artifact Cataloguing | <input type="checkbox"/> Program\Event Planning | <input type="checkbox"/> Catering | <input type="checkbox"/> Gift Shop |
| <input type="checkbox"/> Research | <input type="checkbox"/> Exhibit Development | <input type="checkbox"/> Board Member | <input type="checkbox"/> Gardening |

Please note that the government requires those working in the Visitor Centre have specialized training, which we provide. Those working with our school programs are also required by law to have a police records check. Board requires being a member of the society and standing for election at our annual meeting in January.

Volunteer Opportunities at the Sooke Region Museum & Visitor Centre

Priorities

There are many opportunities for volunteers at the Sooke Region Museum, a number of which are listed on the other side of this document. We have positions that in some cases are only needed a couple of times a year and others that we are looking for on a regular weekly/monthly basis. The following are some examples

Visitor Centre

Working in the Visitor Centre requires specific training and an ongoing commitment of time. Destination BC requires that anyone helping in the Visitor Centre complete the *Tourism/Visitor Information Counsellor Training Program*. We offer this for free. The training takes about 16 – 24 hours of classroom training, a variety of trips to see many of the key tourism sites in the area, and 40 hours of working on the Visitor Desk. Once completed you will receive a certificate plus uniform. We try to hold the training a couple of times a year. The next session will be in mid to late May. We realize that as a volunteer, making a commitment of time for this training is a challenge, we will try to be flexible with the training, but it is a requirement of the contract we have with the province to operate a centre. Once trained, we ask that you make a commitment to come in on a regular basis, from once a week to once a month.

Catering

The Museum does catering for both special events and for a variety of groups that visit our facility. The two main special events are our Open House & Salmon BBQ which this year will be held in June & Moss Cottage Christmas in December. Tour groups come throughout the year.

School Programs

In both the fall and the spring, we put on special tours for local schools. We need volunteers to assist with doing tours, helping with crafts, etc. Please note that it is a legal requirement that volunteers with the school programs have a police record check done.

Train Engine Restoration & Steam Donkey Engine

We are restoring two narrow gauge train engines and will soon start on our Steam Donkey. Typical work includes, metal work, painting, etc.

Construction

In addition to the completion of our new workshop building, we also have a number of small construction projects, including building exhibit cases, children's games, grounds furniture, etc.

Cataloguing of Collections

Work with staff to catalogue and research artifacts and archival material in our collection.

Please look at the list on the other side to learn about other possible volunteer positions.