



VOLUNTEERING

With the Centre County Historical Society

CONTACT INFORMATION

For internal office use only.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ I prefer contact by: Phone Email

Occupation _____ Birth Date (*optional*) _____

Emergency Contact Name _____ Phone _____

**Please note: A background check may be required of volunteers who wish to work with children's groups.*

EXPERIENCE AND INTERESTS

Please describe any past volunteer experiences or community involvement and software skills:

Please indicate your interest in the following volunteer activities. Once we know your interests, we'll talk to you about our current needs, and find the position that is the best match. (*More detailed descriptions are available on our website: www.CentreHistory.org*). You may mark more than one activity, or rank your interests:

- | | |
|---|--|
| <input type="checkbox"/> Archives projects | <input type="checkbox"/> Events & Exhibit Planning |
| <input type="checkbox"/> Assisting with special receptions, events, or fundraisers | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Collections & Collections Care | <input type="checkbox"/> Greeting & Reception |
| <input type="checkbox"/> Docent at Centre Furnace Mansion | <input type="checkbox"/> Internships |
| <input type="checkbox"/> Docent at Boogersburg School House
(Docents are tour guides.) | <input type="checkbox"/> Maintenance & Repair Projects |
| <input type="checkbox"/> Education & Program Planning | <input type="checkbox"/> Office Assistance |
| | <input type="checkbox"/> Publications |
| | <input type="checkbox"/> Research |

Other: _____

AVAILABILITY

How many hours per month are you available? _____

Which days are you available? _____ At what times? _____

Volunteer with the Centre County Historical Society

Interested in Centre County History? Enjoy life-long learning and working with people? Do you have a little time for an interesting and meaningful way to volunteer? Join our dynamic volunteers and docents at the Centre Furnace Mansion and Boogersburg Schoolhouse! There are many opportunities to get involved in CCHS and fulfill your individual interests.

- **Archiving & Office Work:** Data entry, image scanning, file organization, collection care, responding to research inquiries, and library management are some of our on-going activities relating to our archives and collections. Volunteers are also needed to help organize, inventory, and price items in our museum store. Volunteers can work as many hours as they wish. Every bit helps!
- **Docent & Greeting:** Greeters welcome our visitors and oversee the Museum Store at the Centre Furnace Mansion. Docents provide visitors an overview of iron industry history, and take visitors on a guided tour of three floors of the historic house museum. Regular tour hours are Sunday, Wednesday, and Friday afternoons from 1:00 – 4:00 p.m., and by appointment for school and special group tours. On average, docents work 2 afternoons each month. Docent workshops/meetings held regularly, educational materials, and docent-shadowing are provided to prepare docents for leading tours.

Docent opportunities are also available at the Boogersburg School. This one-room schoolhouse is open by appointment for school tours, group tours, and special events. Most school tours occur in the spring months between March and May.

- **Education & Program Planning:** CCHS offers a series of on-going history programs and educational activities. There is always a need for fresh ideas for historic subjects, guest speakers, publications, or special events. Consider joining the Program or Education Committee. The Program Committee schedules monthly programs, varying in topic or tied to a single theme, and sometimes include tours to county locations. Sometimes they are offered in conjunction with a current exhibit at the Centre Furnace Mansion, or to coincide with research from a state-funded grant. The Education Committee develops tools to assist educators, students, and visitors in the learning experience.
- **Gardening:** The Mansion's gardens and grounds require essential gardening to keep this historic facility beautiful for visitors. Thanks to the Centre Furnace Mansion Garden Committee, there are many ongoing garden-related projects, as well as regularly scheduled gardening times (typically Thursday afternoons / evenings throughout the growing season) and community service days led by our Gardeners to get heavier work like mulching and grounds clean-up done. The Garden Committee also leads exterior decorating efforts for the holidays!
- **Special Events:** Many volunteers are needed for events to help with preparations, decorations, registration, parking, and clean-up, as well as bakers, greeters, cashiers, and more. Several special events are held each year. The Stocking Stuffer Magical Holiday Market sale is the Society's largest annual fundraiser event (first weekend in Dec.). The Plant Celebration Sale is our second largest event (Sat. in early May). Other events include Music Under the Sycamore (Sun. in late July or early Aug.), Open House at Boogersburg School (Sun. in Aug.), and the Historic Preservation Awards (Sun. in late Oct. or early Nov.)
- Other committees and leadership roles are available for a variety of interests and meet as needed (exhibits, publications, development, marketing, facilities, etc).