



Volunteer Application For positions at Mount Clare



Personal Information

First Name		MI.	Last Name	
Home Address			City	State, Zip
Prior Address (if less than 2 years at above)			Prior City	Prior State, Zip
Home Phone	Cell Phone		Home Email	
Emergency Contact Name			Emergency Contact Phone	
Date of Birth			Social Security Number	

Employment Information

Present Employer (If Retired, Last Employer)			Title	
Employer Address				
Work Phone	Work Fax		Work Email	
Supervisor Name		Supervisor Phone		May we contact supervisor?
Previous Employer			Title	
Previous Employer Address				
Phone			Supervisor Name	

Educational Information

	School	Course of Study	Degree Received	Date of Graduation
1.				
2.				
3.				

Volunteer Information

List any previous and/or current volunteer experience.				
	Organization/Duties	Dates of Service	Supervisor	Phone Number
1.				
2.				
3.				
List any special skills that you would bring to the museum (i.e. computers, marketing, gardening, sewing, carpentry, graphic design, etc):				

What languages do you speak fluently?
Are there any medical conditions that may affect your working at the museum?

Volunteer Interests

What are your interests or hobbies?

<p>What volunteer position(s) are you interested in? (Check all that apply)</p> <p><input type="checkbox"/> Docent Tour Guide <input type="checkbox"/> Adult Tours <input type="checkbox"/> Student Tours Tours are conducted Thursday – Sunday 11-4, on the hour</p> <p>AVAILABILITY: <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> as needed PREFERENCE: <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> 11-4 shift <input type="checkbox"/> 11-1:30 shift or 1:30 – 4 shift.</p> <p><input type="checkbox"/> Open House Room docent</p> <p>What other areas would you be interested in volunteering from time to time?</p> <p><input type="checkbox"/> Costumed Living History Interpreter <input type="checkbox"/> Student Programs/Education <input type="checkbox"/> Collections/Curatorial <input type="checkbox"/> Maintenance</p> <p><input type="checkbox"/> Special Events <input type="checkbox"/> Museum Shop <input type="checkbox"/> Exhibits <input type="checkbox"/> Library/Collections <input type="checkbox"/> Lecture <input type="checkbox"/> Research <input type="checkbox"/> Seasonal Decorating/Gardening</p> <p><input type="checkbox"/> Other: _____</p>

If not indicated above, how often are you willing to volunteer at the museum?	Which day or days are preferable?
Do you prefer morning or afternoon hours?	Are you available for evening or weekend events?

How did you become aware of volunteer opportunities at Mount Clare?

Please provide a current resume, three references, and any additional information below:

Signature _____ Date _____

Please return form to Elizabeth Otey, Mount Clare Museum, 1500 Washington Blvd., Carroll Park, Baltimore, MD 21230 or email education@mountclare.org

Thank You!

Volunteer Information

General

- Mount Clare Museum House is open all year, Thursday through Sunday, from 11 a.m. to 4 p.m. Guided tours are given on the hour, with the last tour beginning at 3 p.m.
- Parking is free in Carroll Park. Volunteers must provide their own transportation to and from Mount Clare Museum House.

Benefits of Volunteering at Mount Clare

Mount Clare volunteers receive several benefits:

- 10% discount in the Mount Clare museum shop
- Discounted or free admission to other participating historic sites in Baltimore
- Free admission to Mount Clare for immediate family members of volunteers
- Access to the Mount Clare Museum House research library

Working Conditions

- Most volunteer positions are primarily indoors. There may be some exceptions (such as gardeners) that spend the majority of time outside.
- Because it is a historic home, Mount Clare Museum House is not fully accessible for people with some disabilities. The docent position requires volunteers to stand and walk for extended periods of time, and to travel up and down the main staircase in the house. Ask about other volunteer positions if a docent position does not match your personal requirements.
- Mount Clare is air-conditioned during summer months, and heated during the winter.

Knowledge, Skills, and Abilities

- Volunteers must be willing and able to develop a basic knowledge of the Mount Clare story, Baltimore, Maryland, and colonial American history, and for docents – interpretive techniques. Docents should be comfortable speaking to the public in both one-on-one and group (up to 15) situations.
- Docents will participate in in-depth training consisting of written materials and on-the-job activities. A complete education manual will be provided for all new docents. Other volunteers will receive on-the-job training and guidance.
- Additional training, including lectures and field trips, may be scheduled throughout the year.
- Changes to procedures will be communicated to all volunteers in a timely manner.

Supervision

- General supervision of volunteers will be the responsibility of the Curator of Education and/or other appropriate staff. Volunteers may be assigned to work closely with another staff member that may more closely direct their daily responsibilities.