SCHOHARIE COUNTY HISTORICAL SOCIETY

Volunteer: Be the Key to Our Success

Volunteers are essential for unlocking the history that is preserved at the Old Stone Fort Museum. You can help in the following areas:

- **Library Volunteers** – help guide genealogy & local history researchers in the SCHS library (training required; 6 hour shifts, daily from May to October)
- **Library Assistants** – help behind the scenes in the library: shelf inventories & finding aids, re-housing research materials, computerizing catalog (training required; hours flexible)
- **Genealogy Research Assistants** – help our SCHS genealogist research individual requests from all over America; help catalog & organize genealogical files (previous experience needed, flexible hours)
- **Buildings & Grounds** – help maintain our historic buildings, garden and grounds; this year we want to paint more buildings and improve site drainage (physical labor, flexible hours)
- **Museum Docents** – help with group tours & educational programs (training provided, flexible hours)
- **Bulk Mailings** – join the stuffing parties we hold throughout the year to label and prepare SCHS membership mailings for the Post Office (1-3 hours; as needed basis)
- **Collections Assistants** – help inventory and catalog museum & archives collections, create finding aids (computer skills or content knowledge helpful, precision essential, training provided, flexible schedule)
- **Data Entry** – hand-written inventories & indexes need to be computerized to create finding aids for the Toles Photograph collection, maps & manuscript files (computer skills & precision essential, training required, flexible schedule)
- **Special Events Volunteers** – help us with admission, parking, food & other arrangements at our signature events: Decoration Day, Independence Day & History Fair Oct 11-12 (usually 3 hour shifts, indoors and outside; you can also help with the planning for these events.)

Interested? Contact us today!

Call Our Volunteer Coordinator, at 295-7192, or fill out the form on the reverse side.
Old Stone Fort Museum / Schoharie County Historical Society

VOLUNTEER INFORMATION

Name: _______________________________ Date: ___________

Mailing Address: ____________________________

_________________________________________

Primary Phone: ___________________ Alternate Phone: ___________________

Email: ____________________________

Emergency Contact: ____________________________

(Please give us a name & phone number to contact in case of emergency)

I am interested in volunteering in the following areas:

☐ Library (help visiting researchers)  ☐ Special Events (Food, Tickets, Set Up/Take Down)
☐ Library Assistant (help staff on projects)  ☐ Parking /Traffic Control (all events)
☐ Genealogy Assistant (do research)  ☐ Buildings & Grounds (special projects.)
☐ Collections (various projects)  ☐ Bulk mailings
☐ Data entry (computerize records)  ☐ Other: ____________________________

Relevant Experience (Use additional sheets for additional information)

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_________________________________________

I am available to volunteer:

☐ Sun  ☐ Mon  ☐ Tues  ☐ Wed  ☐ Thurs  ☐ Fri  ☐ Sat

Hours & availability details:

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Please send completed form to: Volunteer Coordinator, Old Stone Fort, 145 Fort Rd, Schoharie NY 12157