Volunteer With Us!

The Crown Point Country Historical Society (CPCHS) relies on volunteers for its daily operations, especially for its Crown Point Country Museum.

The following information is required for us to best place you in a volunteer position, to communicate with you quickly, and to do a reference check and/or background check should any of your work with CPCHS require it. The minimum age for volunteering with us is seventeen.

Greeter/Docent volunteers will greet visitors during our museum's open hours and sometimes work on small tasks out in the main room. These volunteers will familiarize themselves with the current exhibits and some basic facts about the museum and Crown Point Country history. We encourage anyone with a respectful and positive attitude, enthusiasm for history, and outgoing personality to apply.

Gift Shop Cashier volunteers will be selected to operate the cash register once an approved background check and reference check has been completed and training received. Volunteers will also help stock and organize the gift shop. If interested, greeter/docents can also be cross-trained to be a gift shop cashier.

Landscaping volunteers help clear, plant, and maintain the outdoor museum grounds.

Custodial volunteers perform odd jobs around the museum building as needed, including cleaning display cases, vacuuming, and helping to change displays.

Special Events volunteers often have inconsistent availability and are "on call" rather than committing to a regular schedule. These volunteers help set up and staff special events.

Collections volunteers work with the historic materials in the CPCHS archives, including books, documents, photos, and three-dimensional objects. Collections volunteers should know their way around a computer and have a good eye for detail.

Research volunteers look up historical data for exhibits and web content. These volunteers should have experience using online research resources and will familiarize themselves with the primary resources available in the CPCHS archives as well.

If you prefer to send a printed version of this application, you may select here to download our Volunteer Application (pdf).

*** Please note:** If you are under 18, your parent or guardian needs to sign a volunteer release form for minors. This form can be requested at volunteer@cpchs.org.

Volunteer Application

Contact Information (required)

Full Legal Name _____ Phone _____

Email _____

Address _____

City, State, Zip_____

Emergency Contact Information (required)

Name _____ Relationship _____

Phone _____

Email _____

(Continued on other side)

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List Three Personal References (name & contact information required)

1. _____
2. _____
3. _____

Availability (Check all that apply)

___ Fri ___ Sat ___ Sun ____ 9:45 am - 1:00 pm shift ____ 1:00 pm - 4:15 pm shift

Volunteer Interests (Check all that apply)

___ Greeter/Docent ___ Special Events ___ Custodial Work

___ Gift Shop Cashier ___ Collections

___ Landscaping ___ Research

Experience (Check all that apply)

___ Handling fragile and valuable materials ___ Typing/data entry ___ Retail

___ Historical research ___ Visitor/customer service

___ Landscaping/gardening ___ Grantwriting

Physical Capabilities (Check all that apply)

___ I can lift up to 30 pounds ___ I am comfortable going up and down stairs

___ I can lift up to 60 pounds ___ I need or prefer to sit while I work

___ I am comfortable using a ladder ___ I need or prefer to stand while I work

___ I am able to do activities requiring repetitive motion

Acknowledgement & Signature*: I understand that as a volunteer, I represent the Crown Point Country Historical Society and agree to follow its guidelines and policies. I acknowledge that my role is unpaid, I am volunteering of my own free will, and I am at least seventeen years of age.

Signature _____ Date _____

Liability Release*: By entering your name in the signature field below, you are agreeing to the following: In consideration for the Crown Point Country Historical Society allowing me to participate as a volunteer in its volunteer program, I hereby release the Society, its trustees, staff, and employees from any claims for personal injury or property damage arising out of my participation in the program beyond what is normally covered by a blanket accident insurance policy which the Society carries for volunteers. I understand that an injury sustained by me while participating in the volunteer program will not be covered by worker's compensation.

Signature _____ Date _____