



# Volunteer

You'll never regret time spent at the museum!

It is volunteers like you that keep our doors open, help us host special events, and offer fun educational programming for students year-round. We wouldn't be here if it weren't for your continued support.

Volunteering comes with its perks:

- Meet new and interesting people who share your interests
- Build job-related skills for your resume
- Learn a skill you've always been interested in
- Enjoy behind-the-scenes opportunities

With 8+ volunteer hours for the year, enjoy:

- Individual membership; free admission to both museums
- Discounts at the Gift Shop and on event tickets

With 20+ volunteer hours for the year, enjoy:

- Family membership; free admission to both museums
- Discounts at the Gift Shop and on event tickets



Specific volunteer jobs are listed below but if you don't see your perfect match, please still fill out an application with the position left blank. We'd love to hear how you're interested in helping out and we'll get back to you with suitable opportunities as soon as possible.

We're also interested in building a pool of "event" volunteers. These are volunteers we might call on to help run a one-day event rather than work regular hours for the museum. If you're interested in joining our pool, please mark "Events Assistant" on your application and be sure to include if you're interested in any particular type of event in the "Interests" section.

## We need you to make it happen!

### Requirements:

We're looking for volunteers of all ages, but if you're under 16 you'll need to volunteer with an adult.

Chosen candidates will be interviewed as part of the application process and candidates will need to consent to a background check.



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## Current Vacancies

This is a list of current and ongoing volunteer vacancies at both Douglas County Museums. Our ability to host programs both during and after museum hours depends greatly on our volunteer staff. If you'd like to help, but don't see the right position for you, please fill out an application and let us know how you'd like to contribute in the "Interests" section.

**This list was last updated on 4/9/2019**

### Summer Camp Counselor

**Location: Douglas County Museum or Umpqua River Lighthouse**

We're currently developing our summer programming for school-aged children but the extent of what we can offer really depends on the volunteers we have to help run the events. If you're interested in working with children we're expecting lots of varied activities this summer!

Approximately 5 positions available, most positions starting in June. Position will be posted until filled.

**Time Commitment:**

Varies - most likely Saturday shifts from 10:00 a.m. - 12:00 p.m. or 1:00 p.m. - 3:00 p.m.

If you're interested in participating in day-camp sessions on weekdays, please indicate that in your application

### Arts & Crafts Specialist

**Location: Douglas County Museum or Umpqua River Lighthouse**

Maybe you like preparing arts and crafts activities but your availability to volunteer is limited. We still have a job for you! Lots of prep work goes into making our kids programs run smoothly, most of which could be done offsite. If you'd be interested in helping prepare activities, we'd love your help!

Approximately 2 positions available. Position will be posted until filled.

**Time Commitment:**

3-12 hours per month; Flexible; Time/Days yet to be determined

## Pub Quiz Writer and/or Host

**Location:** Roseburg

The Douglas County Museum has partnered with Little Brother's Pub in Roseburg to host a local pub quiz. We're looking for adults, 21 and over, interested in helping create quiz questions and/or host the quiz. This position could be shared by two people interested in working and/or hosting together. If you're interested in creating the questions from home, this is another possibility.

Approximately 2 positions available. Position will be posted until filled.

**Time Commitment:**

1-3 hours per pub quiz week, depending on responsibilities

Pub Quizzes are expected to be held the 1st and 3rd Thursday of each month from 6:00 p.m. - 8:00 p.m.

## Theatre Crew

**Location:** Douglas County Museum, Roseburg

We're hoping to run a summer movie series and could use a couple of volunteers to help set up, then sell concessions during the show. These volunteers will get to watch the films at no cost.

Approximately 2 positions available. Position will be posted until filled.

**Time Commitment:**

3-12 hours per month; Flexible; Time/Days yet to be determined

## Groundskeeper

**Location:** Douglas County Museum or Umpqua River Lighthouse

We're looking for people interested in doing some basic yard work and small, routine maintenance projects. Equipment provided. More than one person could share these responsibilities.

Approximately 2 positions available at each location. Position will be posted until filled.

**Time Commitment:**

3-8 hours per month; Flexible; days Tuesday – Saturday (Roseburg) or any day (Winchester Bay)

## Library Assistant

**Location:** Douglas County Museum, Roseburg

The museum is home to quite a large library, full of local records and historical documents. We could use help cataloging. Some basic computer skills and knowledge of library procedures are helpful but we are willing to train.

Approximately 2 positions available. Position will be posted until filled.

**Time Commitment:**

3-12 hours per month; Tuesdays, Wednesdays, or Fridays 1:00 p.m. - 4:00 p.m.

## Front Desk / Gift Shop Attendant

**Location:** Douglas County Museum, Roseburg

Are you looking to learn some retail skills? Happy to smile and meet new people? We can always use help at the front desk, taking payments, greeting members, and assisting in customers in the gift shop.

Approximately 2 positions available. Position will be posted until filled.

**Time Commitment:**

4+ hours per week; Tuesday - Saturday; Flexible scheduling available

## Tour Guide

**Location:** Umpqua River Lighthouse, Winchester Bay

Located in beautiful Winchester Bay, the historic lighthouse is always looking for local tour guides. Enhance your public speaking skills and meet new people. Some walking and stair climbing required.

Approximately 2 positions available. Position will be posted until filled.

**Time Commitment:**

4+ hours per week; Flexible scheduling available

## Events Assistant

**Location:** Douglas County Museum or Umpqua River Lighthouse

Are you interested in helping and meeting new people, but having a difficulty finding the time? Then apply to be an Events Assistant. We'll notify you when there's an upcoming event in need of some volunteers and you can decide if it works in your schedule. Opportunities might include craft days, fundraisers, movie nights, 21+ evening events, speaking engagements, etc. There's a lot of variety at the museums, and this way you can chose what events you want to commit to.

We're always accepting applications for this position.

**Time Commitment:**

8 hours per year is our target for these volunteers.