



## VOLUNTEER INFORMATION SHEET

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. (home) \_\_\_\_\_ (work) \_\_\_\_\_  
E-Mail \_\_\_\_\_

### PLEASE CHECK THE MOST CONVENIENT TIME FOR YOU TO WORK:

\_\_\_\_\_ Monday \_\_\_\_\_ Saturday \_\_\_\_\_ Morning  
\_\_\_\_\_ Tuesday \_\_\_\_\_ Sunday \_\_\_\_\_ Afternoon  
\_\_\_\_\_ Wednesday \_\_\_\_\_ All day  
\_\_\_\_\_ Thursday \_\_\_\_\_ Per week  
\_\_\_\_\_ Friday \_\_\_\_\_ Per month

### PLEASE INDICATE THE TYPE OF WORK YOU WOULD LIKE TO DO:

- \_\_\_\_\_ *Interpreter:* Acts as guide for Museum buildings and exhibits.  
\_\_\_\_\_ *Receptionist:* Welcomes visitors to the Museum and Visitor Center (does not require walking).  
\_\_\_\_\_ *Curatorial Assistant:* Works on cataloging collections, upgrading storage facilities, and researching objects.  
\_\_\_\_\_ *Researcher:* Assists with research on various topics relating to the collections, buildings, exhibitions, and publications.  
\_\_\_\_\_ *Publicity Assistant:* Works on developing newsletter, related publications, as well as publicizing the Museum's events.  
\_\_\_\_\_ *Clerical/Office:* Short-term projects, mailings, typing, computer work, web site, etc.  
\_\_\_\_\_ *School Programs/Outreach:* Assists with developing programs for school children and senior citizens; assists with Scout programs.  
Camp assistants are also needed (high school students welcome).  
\_\_\_\_\_ *Oral Historians:* Will research various topics relating to Haverhill history and interview long-time residents/participants.  
\_\_\_\_\_ *Photographer:* Photograph collections for curatorial records, publications, and special events.  
\_\_\_\_\_ Other (If you have special skills not mentioned).

The Museum will maintain a list of ongoing projects of varied length in your area(s) of interest.

*Training sessions will be required of all volunteers and will consist of lectures, trips to other museums, and reading assignments.*

### Please return the completed form to:

**Haverhill Historical Society / Buttonwoods Museum**  
240 Water Street  
Haverhill, MA 01830  
978-374-4626  
[www.haverhillhistory.org](http://www.haverhillhistory.org)

The Haverhill Historical Society Visitors Center is open Tuesday-Sunday, 10 AM – 5 PM  
and tours offered Wednesday – Sunday, 10 Am – 4 PM.