



Ocean County Historical Society Volunteer Application

NAME: _____ DATE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL ADDRESS: _____

PREFERRED PHONE: _____ Home Work Cell

SECONDARY PHONE: _____ Home Work Cell

OVER 18 YEARS OLD: Yes No [Note: All volunteers over 18 must pass a criminal background check]

CURRENT (or PRIOR) OCCUPATION: _____

HOBBIES & PERSONAL INTERESTS: _____

VOLUNTEER EXPERIENCE: _____

WHAT DAYS ARE YOU AVAILABLE TO VOLUNTEER? M T W TH F SA SU

WOULD YOU PREFER MORNINGS OR AFTERNOONS? AM PM Both No Preference

HOW OFTEN ARE YOU AVAILABLE? One day a Twice a week Once a month

Twice a month Other Date you are available to start _____

OTHER THAN ENGLISH, LIST OTHER LANGUAGES THAT YOU: Read _____

Write _____ Speak _____

WOULD YOU BE AVAILABLE FOR PHYSICAL LABOR (i.e. moving boxes, tables, chairs)? Yes No

PLEASE LIST ANY EXPERIENCE AND/OR UNUSUAL AND/OR SPECIALIZED SKILLS THAT YOU HAVE:

EMERGENCY CONTACT: _____ PHONE: _____

PLEASE CHECK ANY OF THESE AREAS OF VOLUNTEER INTEREST:

- _____ **EDUCATION** [Be a docent; give tours of the OCHS permanent and temporary exhibits. Volunteers should have a passion for history and enjoy working with children and people of all abilities]
- _____ **RESEARCH CENTER** [Assist visitors with microfilm, document location, and photocopying; organize, preserve, describe archival materials including photographs/manuscripts, and respond to research and genealogy inquires]
- _____ **MUSEUM/COLLECTIONS** [Research objects in the museum’s collections; assist with researching and mounting exhibits; assist with cataloguing artifacts; respond to inquires about the collections; assist with restoration and maintenance of artifacts]
- _____ **IMAGING** [Assist with the cataloguing of photographs and reproductions of collection materials]
- _____ **PUBLIC RELATIONS & MARKETING** [Assist with mailings to members and donors, assist with calendar updates to the media; assist with press releases for public relations related projects, assist with maintaining updates to the web site]
- _____ **GARDENS & GROUNDS** [Assist with maintaining the Society’s Victorian gardens and grounds – planting, mulching, fertilizing, watering, weeding, and deadheading]
- _____ **ADMINISTRATIVE** [Meet and greet visitors provide general office support – answering phones, filing, data entry, ring up sales]
- _____ **PUBLICATIONS** [Write, edit, and publish works relevant to the history of Ocean County]
- _____ **DEVELOPMENT** [Assist with fundraising, including special event activities, and grant writing]

OTHER COMMENTS:

SIGNATURE: _____ DATE: _____

Thank you for your interest in volunteering with the Ocean County Historical Society. We will review your Volunteer Application and be in touch with you soon. Questions? Call: 732-341-1880.

SUBMIT THIS APPLICATION:

[1] Email to oceancountyhistory.verizon.net

or

[2] Print and mail hard copy to Ocean County Historical Society
26 Hadley Avenue
Toms River, NJ 08753