



# Campbell Museums Volunteer FAQ

## What Volunteer opportunities does the Campbell Museums offer?

The Campbell Museums has a variety of Volunteer opportunities. The Campbell Museums has two separate facilities that rely on volunteer help. Volunteers help to ensure the Campbell Museum remain an important part of the Community of Campbell.

### The Ainsley House:

The Ainsley House is a 1925 Historic House Museum. The following volunteer positions are available at the Ainsley House:

- Docent (tour guide),
- Greeter (Operate gift shop and admissions desk)
- Volunteer gardener (group meets every Tues from 9am-11am)
- Special events volunteer (assists with special events on site).
- Ainsley House Gift Shop Volunteers (assists gift shop manager and committee on all aspect of the onsite gift shop: purchasing and merchandising)

### The Campbell Historical Museum:

The Campbell Historical Museum is a one room exhibit gallery featuring multiple historical exhibits.

The following volunteer positions are available at the Ainsley House

- Greeter (operates admissions desk)
- volunteer gardener (on a monthly basis)
- field trip assistant (helps to facilitate onsite field trips for 2<sup>nd</sup> -4<sup>th</sup> graders Mon-Fri)
- Museum collection volunteer.

### The Campbell Museum Foundation Board Member

The Campbell Museum Foundation is a non-profit fundraising organization that supports the Campbell Museums through fundraising activities such as hosting Holiday and Mother's day teas, Ainsley House Garden Concerts, Annual fundraising drives, managing the Museum gift shop and Museum Membership Program.

## How do I get started?

Please contact Museum Supervisor, Kerry Perkins at [kerry@campbellca.gov](mailto:kerry@campbellca.gov)



(408) 866-2718

At this time the minimum age to volunteer is 18.

You may also visit our volunteer page on the website:

<https://www.campbellmuseums.com/get-involved> to fill out a volunteer application form and submit it to Kerry Perkins [kerry@campbellca.gov](mailto:kerry@campbellca.gov)

## What is the time commitment for volunteering at the Campbell Museums?

The time commitment depends on the volunteer position, and the time of year.

Examples of different volunteer positions time commitments:

- Ainsley House Docent: 4 to 8 hours per month. More during the Holiday season if available
- Greeters: 4 to 8 hours per month. More during the Holiday season if available
- Volunteer Gardener: Ainsley House Gardener = 12 hours per month Historical Museum Gardener = 4 hours per month
- Special Events Volunteer: varies depending on events, average 5 hours month
- Ainsley House Gift Shop Volunteers : 10 hours per month
- Museum Foundation Board of Member: 2 to 20 hours per month

## What training is provided?

Training is provided for all volunteer positions.

Docents will be given a binder full of history to learn, technique for interpretation, and will shadow other docents, until you feel comfortable guiding a tour alone.

Greeters are provided training on how to open the Carriage House, how to run the iPad, and will shadow other greeters until you feel comfortable being on your own.

Gardeners do not need to bring their own equipment except for a pair of gardening gloves. The head volunteer gardener will help guide you on tasks or collaborate with you on your area of expertise in gardening.

Special Event volunteers are provided training or assigned duties for but some examples of duties might be: setting up chair, helping to serve wine or food, supervising a room in the Ainsley House, managing the entrance gate for an event.



The Ainsley House Gift Shop volunteers will be trained on all aspects of the Museum store. The head of the Museum Foundation Board Store Committee will work closely and collaboratively to develop the museum gift shop and merchandise expectations.

Campbell Museum Foundation Board members attend monthly Board meetings and are assisted with the help of other Board members and Museum staff.

### What is the dress code for volunteers?

The dress code may vary depending on the volunteer duty and shift.

Docents, Greeters, and Special Event Volunteers are encouraged to dress in nice clothes, which means a top without any graphic and pants or skirt or dress. Dressy jeans are ok but please no holes and rips.

We do want you to look nice and feel comfortable.

Gardeners can wear clothes that they feel are comfortable and safe for working outside.

### How many volunteers do you have?

The Campbell Museums usually has about 50 active volunteers. Our volunteers allow the Campbell Museums to remain open to the public as well as to offer quality programs and events.

### What are the benefits of Volunteering?

Volunteering has tremendous benefits that can be personal for everyone. Being a part of the community, meeting new people, learning new skills, and helping preserve history some of the reasons our volunteers have enjoyed being a part of the Campbell Museums.

Other benefits for volunteers:

- 10% discount in Museum store
- Free or discounted admission to Museum events
- Volunteer potlucks throughout the year
- Volunteer field trips throughout the year.
- Opportunities to meet new people, give back the community, and help make history happen!

### What Days can I volunteer?

Docents and Greeters are needed during the Historical Museum and the Ainsley House's public hours. Those days and times are: Fridays, Saturdays, and Sundays 11am-3pm.



Gardeners for the Ainsley House garden meet every Tuesday from 9am-11am. You do not need to attend every Tuesday.

Gardeners for the Historical Museum attend on the availability of the volunteer.

Special event volunteers are needed during Museum special events which vary, some weekend evening, weekend days, and occasional evening during the week.

Museum Foundation Board Member needs to attend the Board meeting the last Tuesday of every month from 5:30-7:30 via Zoom, and are expected to join one committee and meet/ fundraise/ assist the museum in some way. Those times will vary and subject to availability.

Ainsley House Gift Shop volunteers need to be available occasionally during Ainsley House public hours but also during the week to help with merchandise and store operations.

### How do I sign up for shifts?

The Museum Supervisor creates a monthly calendar for docents and greeters based off of volunteer provided availability.

Ainsley House Gardeners meet every Tuesday in the Ainsley Garden from 9am-11am.

Special Event volunteer time and schedule created on an on going basis as events are planned.

The Gift Shop volunteers will work with the Foundation store committee on the best schedule based on needs and availability.

The Museum Foundation meets the last Tuesday of every month from 5:30-7:30 via zoom. Other shifts and times will depend on availability and committees that the Member signs up to be on.