

FREQUENTLY ASKED QUESTIONS

What can I do as a volunteer?



TheHistoryCenter.org

History Center volunteers perform a variety of tasks, which include guiding visitors through exhibits and learning activities in the museum; cataloging and scanning items in the museum's collection; assisting with exhibit fabrication and production, including creating, mounting, and installing graphics; and helping to facilitate events, including welcoming and assisting guests.

Here's a look at volunteer roles for adults. (See the HIGH SCHOOL STUDENTS section for opportunities for individuals aged 15-17.) Please note: Final candidates must pass a background check and must live and be able to work in the United States.

SCHOOL TOUR GUIDES lead groups of children and adults on a fun exploration through the museum's galleries. Tours explore topics including the Floridan Aquifer, co-existing with wild animals, and learning about Native Americans, pioneers, Florida's cattle and citrus industries, transportation, and tourism. Volunteers also facilitate educational mock trials in our historic courtroom, as well as STEM challenges and classroom workshops.

Qualifications: An interest in and passion for Central Florida history and working with youth.

- Training takes place each September, on Wednesdays, 9 a.m. – 1 p.m.
- Volunteer shifts for school tours are weekdays, Monday – Friday, 10 a.m. – 1 p.m.

COLLECTIONS ASSISTANTS work on special projects in the museum's Collections Department, with the collections manager or designated collections staff members. Their activities include but are not limited to working with specific aspects of the collection to assist with processing donations, creating finding aids, and rehousing materials. Work can include cataloging and scanning of two-dimensional items and assistance with the organizing and handling of three-dimensional items.

Qualifications: A desire to benefit the museum and work directly with historical collections, as well as strong organizational skills, attention to detail, an ability to handle materials carefully, and an ability to work independently with little supervision.

EVENT VOLUNTEERS assist with specific events and programs at the History Center. Duties often include facilitating activities, greeting, wayfinding, and assisting with set up and breakdown. These events may take place outside of regular volunteer hours. **Qualifications:** Friendly, professional, and good at greeting people. Summer Camp Adult Volunteers assist children with crafts, activities, games, museum explorations, and classroom organization.

Qualifications: Experience working with children.

Requirements:

- 50-hour commitment over 10 weeks.
- One-shift-per week, working with your availability.
- Background screening and county ID.

What benefits do volunteers receive?

In addition to the satisfaction of helping the museum, benefits include:

- Downtown parking validation while on shift,
- History Center membership after completing 50 hours,
- Letter of recommendation (upon request).

What is the application process for adults?

Adults interested in volunteering can apply online by completing the online volunteer application. Our volunteer coordinator, Diane Masciale, will respond and indicate your next step to get started.

Who can apply?

We are committed to equal-opportunity volunteerism. We welcome and seek a diverse community of volunteers from varied backgrounds and social identities, including, but not limited to, people of color, immigrant communities, people of all faiths and spirituality, people living with disabilities, LGBTQ+ communities, and people of diverse ages.

We are committed to working together toward creating a safe, supportive, and caring volunteer experience where we can learn from one another and grow in service to our communities.

HIGH SCHOOL STUDENTS

Volunteers must be at least 15 years old and have completed 9th grade.

SUMMER CAMP VOLUNTEERS assist children with crafts, activities, games, museum explorations, and classroom organization. Recruitment takes place from January through April. High school students also serve as **Youth and Family Event volunteers**. Recruitment takes place year-round. To get started, email a teacher's letter of recommendation to our volunteer coordinator, Diane Masciale, at diane.masciale@ocfl.net. Once received, Diane will reach out to you to begin the application process.

COLLEGE STUDENTS

In year-round collaboration with college professors, college-student volunteers are committed to serving 15 hours, providing immersion into museum education, collections, programming, and outreach. To get started, email information about academic courses and professors to diane.masciale@ocfl.net.

INTERNSHIPS

Interns fill a variety of roles, listed below. History Center internships are scheduled based on university semesters and require a commitment of 120 – 150 hours. College credit may be approved by your college. It is the student's responsibility to coordinate academic credit for volunteering. To apply, email a cover letter, resume, and writing sample to diane.masciale@ocfl.net.

MUSEUM PUBLIC PROGRAMMING AND EDUCATION INTERN:

Candidates must be a college sophomore or above, enrolled in coursework toward a major and/or minor in History, Museum Studies, Public Administration, Education, or the Humanities. In addition to programming and school tour facilitation, interns support the Education Department when needed, in one of the following areas:

- **School Programs** – Assists the school services manager. Responsibilities may include creating supporting materials for education tours, developing lesson plans, and assisting with content research.
- **Public Programs** – Assists the programming and outreach coordinator. Responsibilities may include researching and developing activities for public programming events, Boy and Girl Scout workshops, assisting with adult, youth, and family programs, and developing an outreach database. (This position requires occasional weekend availability.)
- **History on the Go Programs** – Assists the school services manager. Responsibilities may include assisting staff in facilitating offsite educational programs in Central Florida schools, revising curriculum for current programs, and researching and developing content for character cameo performances.
- **Curriculum Development** – Assists the curriculum coordinator. Responsibilities may include developing lesson plans and curriculum for Homeschool Days and Day Camps, designing educational activities and creating resources for teachers.

SUMMER CAMP EDUCATION INTERN: Candidates must be a college sophomore or above, enrolled in coursework toward a degree in Elementary Education, English Language, Arts Education, History, Social Science Education, or related field.

Duties and responsibilities include:

- Assisting in the facilitation of all Summer Camp activities
- Reviewing select lesson plans/curriculum before each week to ensure knowledge of content and activities
- Leading the facilitation of select lesson plans, under the guidance of the lead teacher
- Assisting in the management of classroom resources, cleanliness, and organization
- Assisting in classroom management and in ensuring campers' safety and well-being
- Monitoring and assisting with lunch and snack breaks
- With prior approval, some work may be done online, with the intern providing videos of teaching curriculum and assisting staff with assigned research and projects

Collections Graduate Intern: Candidates MUST be a student in, or have recently completed, a graduate program related to History, Humanities, Library Science, or Museum Studies. Requires basic knowledge of artifact care and handling as well as of archival arrangement and description.

Under the guidance of the Collections staff, the intern will catalog material according to standard museum practices, assist with research and duplication requests, and participate in other ongoing activities or exhibit installation. The intern may also work at an offsite storage facility located approximately 11 miles south of the History Center (transportation from the History Center to this facility can be arranged).

Oral History Graduate Intern: Candidates MUST be a student in, or have recently completed, a graduate program related to History, Humanities, Library Science, or Museum Studies.

Under the guidance of the Collections staff, the intern may listen to and prepare interviews for cataloging or audio logging and assist in processing interviews according to standard museum practices. Due to the nature of the oral history collection, candidates must be able to listen to audio recordings for extended periods of time.

Families are welcome to volunteer together at large-scale events, for a one-time experience (under the guidance of staff). One adult per 2 children (8 years and older). Typical events may include the Winter Park Sidewalk Art Festival and the History Center's Trick or Treat Safe Zone event.

Groups of volunteers are also welcome at large-scale events, for a one-time experience (under the guidance of staff). Typical events may include the Winter Park Sidewalk Art Festival and the History Center's Trick or Treat Safe Zone Event.