



Volunteer Information

Mandarin's fascinating history encompasses the stories of people as diverse as the Timucuan Indians, Victorian citrus growers, and present day commuters to one of the leading cities of the southeast. However, not many people are aware of the rich heritage of this area. Volunteers at the Mandarin Museum & Historical Society have an opportunity to bring the story of Mandarin and its people to life for visitors of all ages and interests. Without volunteers many people would never hear the story.

Each volunteer brings special talents and abilities to the museum. Some greet and assist visitors. Others guide tours of the Mandarin area, develop school programs, work in planning and finance, or catalog and manage the museum's collection of artifacts. There is a special task for each person who wants to help.

There is also much fun and satisfaction awaiting each of you, as you participate in the growth of this organization, while performing a valuable service for the community. We look forward to welcoming you as a volunteer for this growing organization as we embark on our new effort to operate a first-class local history museum right here in our home town.

Qualifications

- Enjoyment of life-long learning, especially regarding history
- Sincere interest and/or background in history
- Interest in serving the general public
- Ability to be courteous, respectful, and patient with visitors
- Desire to learn as well as teach
- Good oral communication skills
- Cooperative nature, including the ability to accept instruction and correction
- Ability to adapt quickly to changing circumstances
- Diplomatic; grace under pressure
- Professional manner and neat appearance

Time Commitment

- Weekday volunteers: One 3 to 4-hour shift monthly for one year (Tuesday, Wednesday, Thursday, or Friday)
- Weekend volunteers: One 3.5 to 4-hour shift monthly for one year (Saturday)
- Opportunities for participation in special programs, group visits, field trips

Positions

Job Title: Docent

Purpose of Job

To provide a welcoming, comfortable environment and a rewarding educational experience to visitors of Mandarin Museum and Mandarin Store & Post Office. Volunteers are the public face of the Museum. Without dedicated volunteers, the Museum could not offer the quality experience our visitors deserve. We want our visitors to have a pleasant experience. You are a big part of making this happen!

Job Description

A docent will assist visitors at the Mandarin Museum & Historical Society. Duties may include: greeting visitors, answering visitor questions, directing visitors to other buildings, selling items at the museum store, supervising exhibit floor, assisting staff as needed.

Reports to: Executive Director

Job Title: Collections Assistant

Purpose of Job

To assist the museum curator in transferring and/or entering objects in the museum's collection into an updated collections database.

Job Description

A collections cataloging assistant will work directly with the museum collection, in some cases measuring, photographing and/or writing descriptions of the objects. Other objects will require data entry into the museum's cataloging program, PastPerfect.

Reports to: Executive Director and Accessions Chair

Job Title: Volunteer Office Assistant

Purpose of Job

To act as a professional face of the museum and assist the museum staff with office duties.

Job Description

A Volunteer Office Assistant will assist the staff of the museum in the museum office. The volunteer will perform basic office duties, such as filing, large volume mailings, and data entry *Specific computer or general office experience preferred.*

Reports to: Executive Director



Mandarin Museum
& HISTORICAL SOCIETY

Volunteer Application

For Office Use Only	
Member #	_____
Start Date	_____
Position	_____

PLEASE PRINT

Personal Information

Name (Last) (First) (Middle Initial)

Home Address (Number, Street, City, State, ZIP Code)

Mailing Address (If Different)

Home Phone Work Phone E-Mail Address

Please circle preferred method of contact:

Home Phone Work Phone E-Mail Mail Other _____

I give permission for my name and address/E-Mail to be put on a general mailing list to receive any mailing from the Mandarin Museum & Historical Society and associated programs.

Address: Yes No E-Mail: Yes No

Emergency contact:

Name Relationship () Phone

NOTE: Participants may be photographed for education, archival, and public relations purposes for the Mandarin Museum & Historical Society.

Please Tell Us About Yourself

Please briefly tell us why you are interested volunteering for the Mandarin Museum & Historical Society.

Have you ever applied to be a volunteer or been employed in a museum before? Yes No

If yes, please describe your experience.

Please describe your employment experience and any education/background you have.

OVER

Please describe any history, computer, or people related experiences you have.

Do you have any allegories or physical disabilities that would involve special placement? Yes No

If yes, please describe.

I am interested in working in the selected areas: (Please check as many as apply)

- | | |
|---|--|
| <input type="checkbox"/> Docent/Tour Guide | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Greeter/Museum Store | <input type="checkbox"/> Collection Processing and Cataloguing |
| <input type="checkbox"/> Educational Programs | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Clerical (including typing and/or computer) |
| <input type="checkbox"/> Research | <input type="checkbox"/> Exhibits |
| <input type="checkbox"/> Oral History | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Archives/Library | <input type="checkbox"/> Other _____ |

Is there anything else you would like to tell us about yourself that will help us in placing you in the appropriate volunteer position?

References

Please provide two references.

_____	_____	(____) _____
Name	Relationship	Phone

_____	_____	(____) _____
Name	Relationship	Phone

Availability (Note: Not all positions are available at all times)

Start date ___/___/___ End Date ___/___/___ Total hours per week you want to volunteer _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	Museum	Museum					
PM	Closed	Closed					

Scheduling notes

Please return to the Mandarin Museum & Historical Society by mail at P.O. Box 23601 Jacksonville, FL 32241 or by hand at 11964 Mandarin Road, Jacksonville, FL 32223. For any questions, please call 904-268-0784 or E-mail at mandarinmuseum@bellsouth.net.



Waiver of Liability and Hold Harmless Agreement

PARTICIPANT MUST HAVE WAIVER TO PARTICIPATE IN ACTIVITIES OF THE MANDARIN MUSEUM & HISTORICAL SOCIETY

In consideration of being allowed to participate in the activities of the Mandarin Museum & Historical Society, Inc., I hereby **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE** the Mandarin Museum & Historical Society, Inc., whose principal place of business is located at 11964 Mandarin Road, Jacksonville, FL 32223, its Board of Directors, its officers, servants, agents, or employees (herein referred as **RELEASEE**) from any and all liability claims, demands, or course of action whatsoever arising out of or related to any loss, damages, or injury, including death, that may be sustained by me/my child, or to any property belonging to me/my child, **WHETHER CAUSED BY NEGLIGENCE OF THE RELEASEE**, or otherwise, while participating in the activities of the Mandarin Museum & Historical Society, Inc., or while in, on or upon the premises where the activities of the Mandarin Museum & Historical Society, Inc. are being conducted.

To the best of my knowledge, I/my child am/is in good physical condition and I am not aware of any physical infirmity that would place me/my child at risk to participate in any with the Mandarin Museum & Historical Society, Inc.'s activities. I am fully aware of risks and hazards connected with activities of the Mandarin Museum & Historical Society, Inc. **I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISK OR LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH**, that may be sustained by me/my child, as a result of being engaged in activities of the Mandarin Museum & Historical Society, Inc., **WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEE** or otherwise. I further hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEE** from any loss, liability, damage or cost, including court costs and attorneys' fees, that may accrue related to me/my child's participation in the activities of the Mandarin Museum & Historical Society, Inc., **WHETHER CAUSED BY NEGLIGENCE OF RELEASEE** or otherwise.

It is my express intent that this *Waiver of Liability and Hold Harmless Agreement* shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a **RELEASE, WAIVER, DISCHARGE AND COVENANT NO TO SUE** the above named **RELEASEE**. I hereby further agree this *Waiver of Liability and Hold Harmless Agreement* shall be construed in accordance with the laws of the State of Florida. In signing this waiver, I acknowledge and represent that I have read and understand it and sign it voluntarily; I am at least eighteen (18) years of age and fully competent; and I execute this waiver for full, adequate and complete consideration fully intending to be bound by same.

I HAVE READ THIS WAIVER OF LIABILITY AND FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGNIT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT

If participant is eighteen (18) years of age or older

Name (please print) _____

Signature _____ Date _____

If participant is under eighteen (18) years of age

Participant Name (please print) _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

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