**GREATER ONEONTA HISTORICAL SOCIETY**

**Volunteer**

**Questionnaire**

We are pleased that you are interested in becoming a volunteer for the Greater Oneonta Historical Society. We have numerous and varied possibilities for volunteers. In order to make your experience interesting, fun and rewarding, please fill out this questionnaire so that we can offer you work that will best fit your interests.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours you would be available:

Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every week occasionally (circle one)

Tuesday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every week occasionally (circle one)

Wednesday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every week occasionally (circle one)

Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every week occasionally (circle one)

Friday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every week occasionally (circle one)

Saturday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every week occasionally (circle one)

In which of the following general areas would you most like to work?

Gift Shop ¤

Arts and Artifacts Collections □

Archival Collections □

Exhibits □

Special Events □

Office/Computer Assistance □

Office/Publication & Mailings □

Please continue the questionnaire for the general areas you checked above.

**Gift Shop:**

□ I like meeting people and helping them find items they'd like to purchase.

□ I have experience in retail.

□ I am willing to learn how to use the itemized computer program and the cash register.

□ I am interested in learning about the items in the shop so that I can explain them to customers.

□ I am interested in learning the history of Oneonta so that I can articulate it to visitors.

Additional comments:

**Arts and Artifacts Collections:**

□ I have experience working with arts and artifacts.

□ I am willing to learn how to handle and care for arts and artifacts.

□ I enjoy detailed, careful work.

□ I am interested in learning the history of objects and art.

□ I can clearly write descriptions of objects.

□ I am interested in how the arts and artifacts collections document the history of Oneonta.

Additional comments:

**Archival Collections:**

□ I have experience working with archival materials

□ I am willing to learn how to handle and care for archival materials.

□ I enjoy detailed, careful work.

□ I enjoy sorting, arranging and describing archival material.

□ I am interested in photographs: identifying, sorting and arranging them.

□ I have experience scanning photographs.

□ I would be interested in learning how to scan photographs.

□ I am interested in how the archival materials document the history of Oneonta.

Additional comments:

**Special Events:**

□ I enjoy organizing special events.

□ I am very organized and can help plan events.

□ I enjoy working with others.

Additional comments:

**Exhibits:**

□ I have experience organizing exhibits.

□ I enjoy arranging items to tell a story.

□ I like writing, and would enjoy making captions.

Additional comments:

**Office/Computer Assistance:**

□ I am knowledgeable about computers and computer programs.

□ I like creating data bases and spreadsheets.

□ I enjoy doing computer graphics.

Additional comments:

**Office/Publications and Mailings:**

□ I like to write.

□ I enjoy putting together layouts and publications.

□ I like secretarial work.

□ I enjoy organizing office supplies.

Additional comments: