Special Events Volunteer
Job Description

Position Description

The Edmonds Historical Museum is the public trust institution for Edmonds and the surrounding south Snohomish county area. Incorporated in 1973, the Museum's collection consists of artifacts, archives and photographs spanning the 1800s to today which tell story of the area's beginning and transformation. The Museum displays its collection in the restored 1910 Carnegie Library building which is owned and maintained by the City of Edmonds. The public is invited to explore rotating and permanent exhibits Wednesday through Sunday during open hours. **Museum special event volunteers are the face of the Edmonds Historical Museum when promoting events inside and outside the Museum's four walls. These events are held under the auspices of the Museum's mission to engage the public in creative public programming.**

Special Events
(Include, but not limited to)

- Edmonds Kind of Fourth Parade Float
- Wine Walk
- Scarecrow Festival
- Haunted Museum
- Exhibit Previews
- Speaker Events
- Annual Fundraiser/s

Role of Special Event Volunteers

- Provide a welcoming atmosphere to visitors and audiences
- Serve as ambassadors of the Museum's mission in a public manner
- Are the face, eyes and ears of the Museum outside regular hours

Volunteer Characteristics & Qualifications

- Love for and excitement of learning, creating and teaching
- Attention to detail and accuracy
- Comfortable working independently and/or within a group setting
- Desire to learn about the history and mission of the Edmonds-South Snohomish County Historical Society & Museum
- Reliable and punctual
- Outgoing and enthusiastic
- An attitude of tolerance and acceptance of all audiences and visitors

Time Commitment

- Varies on event and role (typically between 1 and 3 hours)

Training and Orientation

- Orientation and training will be provided by the Volunteer Manager
- All volunteers will receive a Volunteer Handbook

Edmonds Kind of Fourth Parade Float

Roles

- Float assembly
    - Able to lift up to 25 lbs.; able to use tools including, but not limited to: hammer, drill and screwdrivers; enthusiastic about meeting new people
- Float decoration
    - Interest in creating and decorating; fun and energetic
- Float participation
    - Energy and excitement; able to stand and wave for parade duration; able to walk the parade route
- Float take-down
    - Able to lift up to 25 lbs.; able to use tools, including but not limited to: hammer, drill and screwdrivers

Haunted Museum

Roles

- Decoration and installation
    - Creative, fun and willingness to think outside the box; ability to climb ladders; able to use tools, including but not limited to: hammer, drill, screwdrivers; able to work independently or in a small group
- Outside positions include (Black Cat Café, entrance and exit door monitors, walking "billboard," actor portrayal, take down and clean-up) - able to stand for up to two hours; fun and energetic; comfortable with public speaking; Able to lift, carry

Scarecrow Festival

Roles

- Scarecrow Hotline Responder
    - Respond in a timely manner to requests for more information on the Scarecrow Hotline; ability to communicate in a friendly and helpful manner
- Flyer & Sign Distributor / Sign Retriever
    - Distribute flyers to local businesses; distribute and/or retrieve yard signs to/from Scarecrow Festival participants; able to walk or drive to locations in and around Edmonds
- Scarecrow Award Night
    - Create and/or design Scarecrow Award Certificates; communicate with Scarecrow Festival participants; decorate, set-up
- Museum Scarecrow Builder
    - Design, create and implement a Scarecrow; work within a team setting; must be able to be fun and energetic

Wine Walk

Roles

- Upper and Lower Level Greeter
    - Greet and welcome visitors; provide and answer questions from visitors; energetic, outgoing and enthusiastic
- Runner
    - Assist winery representative/s with general needs to make sure the evening runs smoothly
- Set-up & Clean-up