

## **HUNTER'S HOME VOLUNTEER APPLICATION PROCESS**

Anyone interested in becoming a volunteer for the Hunter's Home will go through an application process. This process is designed to evaluate the volunteer's skills, needs, and commitment level, as well as to give the volunteer the opportunity to see where he/she could be of service within the museum.

The application process consists of the following steps:

- Fill out an application for the Hunter's Home Volunteer Program and the Skills Inventory sheet and return both to the volunteer coordinator.
- Participate in an interview with the volunteer coordinator. The following topics will be discussed in the interview:
  - Your interests, skills, and past experiences
  - Availability
  - Time commitment
  - Volunteer service areas
  - Background check form
  - Medical release form
  - Training
  - References

The interview is a two-way communication process. It provides an opportunity for both parties to assess each other. It is important that the volunteer knows how they will fit in the overall picture of the operations of the museum. Volunteer candidates should feel free to use the interview to ask questions about the Hunter's Home Volunteer Program.

After the interview the volunteer coordinator will check the candidate's references. The volunteer coordinator will evaluate the volunteer candidate on suitability to the program and interest and commitment level.

Once the volunteer candidate has been accepted into the Hunter's Home Volunteer Program, training will be scheduled according to the needs of the particular service area. Acceptance to the program does not guarantee placement. Placement is based on current need.

Requirements for application:

- Participate in training
- Have access to the internet (most communication will be by email)
- Pass a reference and background check
- If under 18 years of age, must have parental consent; volunteers under 16 years of age must be accompanied by a parent/guardian during volunteering
- Membership in the Friends Group and/or the Oklahoma Historical Society is encouraged, but is not a requirement



# Volunteer Skills Inventory

Name \_\_\_\_\_

## Arts & Crafts

- Craft skills and tools (glue gun, scissors, etc.)
- Experience working with textiles
- Sewing experience
- Painting
- Sketching, artwork, drawing
- Decorating/Interior design
- Other (specify) \_\_\_\_\_

## Computer Skills

- Data entry
- Database operation
- Desktop publishing
- Microsoft Excel
- Microsoft Word
- Photoshop/Graphics
- Web browsers & web research
- Word-processing
- Working knowledge of PCs
- Other software programs you are familiar with  
\_\_\_\_\_

## Education Skills

*Please check age level for which you have experience*

Write educational materials

- Adults
- High School
- Middle School
- Elementary
- Pre-school

Create activities (crosswords, games, etc.)

- Adults
- High School
- Middle School
- Elementary
- Pre-school

## Office Skills & Business Machines

- Filing, sorting, etc.
- Bulk/Mass mailings
- Copier, fax, etc.
- Writing, proofing, editing, etc.
- Other (specify) \_\_\_\_\_

## People Skills

- Can assist children
- Can assist patrons with special needs
- Public speaking
- Phone contact, calling
- Other (specify) \_\_\_\_\_

## Languages *Please indicate your level of skill.*

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>
Cherokee	___	___	___
Spanish	___	___	___
Sign Language	___	___	___
Other language(s)	_____		

## Work Environment

- Attention to detail
- Enjoy working alone
- High level of patience
- Enjoy independent projects
- Prefer to work with others/in a group
- Enjoy researching special projects
- Other (specify) \_\_\_\_\_

## Outdoor Skills

- Dutch oven or open-fire cooking experience
- Gardening/Landscaping
- Lawn Tools (weedeater, mowing, etc.)
- Electrical
- Plumbing
- Carpentry/Woodworking

## Miscellaneous Skills

- Ability to lift 20 pounds
- Ability to climb stairs
- Merchandise management
- Designing merchandise displays
- Cash register
- Photography
- Videography
- Writing articles
- Fundraising and/or Grants
- Play musical instrument (specify)  
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- Other (specify) \_\_\_\_\_

Please list any other skills or information you would like us to know about.

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