

# Buffalo Bill Historical Center Volunteer Application

*Please complete this application to provide us with information about you. Feel free to contact Chris Searles, Human Resources Manager, at [chriss@bbhc.org](mailto:chriss@bbhc.org) or (307)578-4089 if you have any questions.*

**Name**

**Address**

**City**

**Zip**

**Home phone**

**Cell phone/ Other phone**

Best time(s) to call

Email address

Contact person in case of emergency

Relationship

Phone

## **Your Background**

Tell us about your education, employment history, volunteer experience, and any other experiences you'd like to share.

## **When are you available?**

How much time would you like to volunteer? \_\_\_\_\_ hours/week \_\_\_\_\_ hours/month

What days and times of day would be best for you?

What days, times of day or times of year would not work for you?

## **Volunteer Jobs**

What do you enjoy doing? (Working with people, cooking, working outdoors, etc.) What special skills do you have? (Data entry, keyboarding, teaching, carpentry, gardening, etc.)

What tasks would you dislike doing?

*Volunteers may work in many different areas under the supervisor of departmental staff. This list includes the jobs that are available most often. Please number the areas you could work using 1 for your favorite, 2 for your second preference, etc.*

- \_\_\_\_\_ **Clerical Work:** Prepare mailings, file, copy, alphabetize and other basic office skills for a variety of departments.
- \_\_\_\_\_ **Docents:** Give tours to school children and adults; assist with school programs and gallery demonstrations. Extensive training program and regular meetings are required.
- \_\_\_\_\_ **Gardening:** “Adopt” a portion of the gardens to weed, prune and help keep “your” garden beautiful.
- \_\_\_\_\_ **Greeter:** Greet visitors at the front door and tell them about the day’s special programs.
- \_\_\_\_\_ **Host/Hostess for Food and Beverage:** Greet guests, answer their questions about the food and beverage available, collect food vouchers when guests have prepaid food and beverage, make the visitors feel at home.
- \_\_\_\_\_ **Keyboarding and/or Data Entry:** Type addresses and prepare form letters or documents. Enter data into spreadsheets or data bases.
- \_\_\_\_\_ **Membership Desk:** Sell memberships and raffle tickets. Answer guests’ questions about the BBHC and the area.
- \_\_\_\_\_ **Museum Store Volunteer:** Assist museum shop staff with checking in merchandise, tagging merchandise, wrapping posters and other inventory tasks.
- \_\_\_\_\_ **Recycling Assistant:** Help the BBHC and the community reduce the waste going to the landfill. Help collect recyclable items from receptacles throughout the BBHC and consolidate in back door collection.
- \_\_\_\_\_ **Special Events:** Lend your support to the programs and events that interest you the most. Each one requires a lot of volunteer help. Indicate interests.
  - \_\_\_\_\_ Cody High Style    \_\_\_\_\_ Community Parades    \_\_\_\_\_ Powwow    \_\_\_\_\_ Open Houses

There are other specialized jobs that only a few volunteers are selected to perform. If you could work in a specialized area such a curatorial, research, the library, conservation or museum services, where would you want to work and what would you like to do?

Signature

Date