Volunteer Job Description

Title: Monterey History Volunteer

Service Area: City of Monterey Museums and the Library California History Room and Archives.

Purpose: The Monterey History Volunteer assists staff in presenting and interpreting Monterey's history and in preserving and providing access to historical resources at City of Monterey museums and the California History Room and Archives.

Duties: Duties will include but are not limited to assisting staff, visitors and researchers at City of Monterey museums, the California History Room and other historical sites. Volunteers will be able to refer customers to other locations of historical interest in Monterey and answer general questions about the history of Monterey and early California. Additional assignments may include assisting staff with the organization and preservation of archives and historical collections, and/or with scheduling and contacting other volunteers. Monterey History Volunteers may work on special projects in the California History Room & Archives, Colton Hall Museum, Presidio of Monterey Museum, or other locations. Depending on volunteer preferences and City needs, volunteers may work at one or more locations.

Qualifications: Monterey History Volunteers will be required to participate in a training course on the history of Monterey and on handling and preservation of historic materials or approved alternatives. Once a volunteer has completed the training course, he or she will be certified to work in the California History Room, Colton Hall Museum, Presidio of Monterey Museum, and Ed Ricketts’ Lab. Volunteers who work with the public should possess excellent interpersonal skills for assisting visitors and researchers. All volunteers must have the ability to work independently, be organized, and to work effectively with staff and other volunteers.
Training: A training course on the history of Monterey; City historical collections, programs and services; and the care and use of historical materials. Ongoing training will be offered to introduce new information and expand volunteer knowledge of area history. Museum and/or Library staff will provide individual training for special projects.

Time Commitment: Minimum of six hours per month for most assignments

Supervisor: Museums, Arts & Archives Manager

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