



VOLUNTEER APPLICATION

Thank you for your interest in volunteering with the National Hellenic Museum. We accept volunteers year-round to help with museum operations and special events.

The following types of volunteer positions are open. More information is available at www.nationalhellenicmuseum.org:

Front Line:

Jobs include: Front Desk, Library Assistant, Gift Shop, and Gallery Attendant
Front Line Volunteers are essential to helping our visitors navigate and enjoy the museum. Responsibilities on the Front Line may include taking admission, organizing the gift shop, assisting visitors with library research, or helping visitors in the galleries. Front Line jobs are best for volunteers who have general skills and can devote regular time to the museum.

Docents:

Volunteer docents help visitors understand and appreciate museum collections. Docents lead school groups and adult groups on tours through the museum, teaching them to look closely at objects and interpret artifacts. Docents may also help students with art projects. Teaching experience is a plus, but not required. Docent opportunities are for volunteers who have a strong interest in Greek culture and history, a flexible schedule, and can devote regular hours to the museum.

Special Projects:

Jobs include: Event staff, Exhibit set-up, Organization projects
The museum always has something going on, and sometimes we need extra hands. Special Projects volunteers could be asked to any number of things, from helping out at museum events to assembling shelves for a new exhibit. Special Projects volunteers may have specialized skills and can only devote occasional hours to the museum.

We ask that you consider the time commitment and training involved in becoming a volunteer. All volunteers are asked to commit a full year of service. Front Line volunteers will be asked to work 3-4 hours per week, while docents may be asked to work 6 hours per week. Special Programs volunteers will have a more flexible commitment, since they work occasionally. More information is available in the Volunteer Handbook.

New Front Line volunteers will be trained on site. Docents will be trained on two days in January. Special Programs volunteers may be trained as needed. We ask all volunteers to read the entire Volunteer Handbook before any training.

Please fill out the application completely and return to:

Elise Freed-Brown
Museum Educator
National Hellenic Museum
333 South Halsted St.
Chicago, IL 60661

Applications also may be faxed to the museum at (312)655-1221.

We thank you for your interest in volunteering and will process your application as quickly as possible. Please contact Elise Freed-Brown at (312)655-1234 ext. 29 or efreedbrown@hellenicmuseum.org with any questions.



Please Print:

Name: _____

Address: _____

Phone: (home) _____ (cell) _____

Email: _____

Emergency Contact:

Name: _____

Address: _____

Phone: (home) _____ (cell) _____

Relationship: _____

Availability (check all that apply)

Days of the Week:

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

- mornings afternoons evenings

Times:

- | | | |
|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> 1-2 times | } | <input type="checkbox"/> per week |
| <input type="checkbox"/> 3-5 times | | <input type="checkbox"/> per month |
| <input type="checkbox"/> 6-7 times | | <input type="checkbox"/> on-call |
| <input type="checkbox"/> Flexible | | |

Check all areas in which you are able to assist:

- Front Line
- Docent Programs
- Special Projects

Why are you interested in volunteering at the National Hellenic Museum?



Please describe any previous volunteer experiences:

What special knowledge or skills do you possess? Consider musical talent, fluency in more than one language, or anything that you think could be helpful to the museum.

Please list two professional references:

First Reference:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Relationship to applicant: _____

Second Reference:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Relationship to applicant: _____