



VOLUNTEER POSITIONS

Museum Docent – Greet Guests, provide short tours of History Center displays

Bookstore / Front Desk Volunteer – Greet Guests, manage bookstore daily sales

Assistant to Bookstore Manager – Assist with bookstore inventory, tracking sales and administrative duties.

Archives Preservation – Help maintain Archive Database data input, work with Exhibits Coordinator on future displays and exhibits, help Collections Coordinator in Archives with different projects.

West Word Newsletter – Help the West Word Newsletter Editor research and write articles.

Social Media & Website Developer – Assist Social Media/Website Board Member with online content and posting.

Event Committees / Event Volunteer – Work with Event Committee planning and executing Special Events.

Tour Committee / Tour Guide – Work with a Tour Committee planning and executing and guiding walking tours around Old Colorado City.

Maintenance – Assist Facilities Manager with maintenance of History Center, may include handiwork, carpentry, and painting.

Researcher – Help research incoming questions about early El Paso County, and Colorado City.

Assistant to Education Coordinator – Assist the Education Coordinator with field trip in-reaches at the History Center, and school out-reaches. Help create educational curriculums for in-reaches.

Board Member – Join the Board of Directors. Elections occur in January for 2-year terms— (unless positions open to be filled throughout year).

Refreshments— OCCHS will pay for Refreshments, snacks/drinks, for monthly programs— Volunteer to purchase and pick up these items.