

**Title:** Museum Volunteer  
**Department:** Museum  
**Reports to:** Collection Manager

### **SUMMARY**

A museum volunteer assists museum staff in the care of the fossil collection at the Raymond M. Alf Museum of Paleontology.

### **RELATIONSHIPS**

A museum volunteer is supervised and reports to the Collection Manager and must work closely with other Alf Museum/Webb staff and faculty.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Specific duties include, but are not limited to:

- Assisting the Collection Manager and Collection Assistants to move, organize, conserve, and curate fossil specimens and associated documentation
- Assisting in interacting with guests in the museum exhibit halls and during museum special events
- Assisting the curator and other museum staff during fieldwork, if required
- Other duties as assigned

### **VOLUNTEER REQUIREMENTS**

- Must be at least 16 years of age (parent signature required for applicants under 18)
- Commit to a regular schedule during museum open hours
  - Mon - Fri 9-4p
- Attend an informal meeting to discuss your interest
- Attend orientation and training
- Make a minimum 3-month commitment
  - With a minimum of 4 hours per scheduled day
- Complete and clear a Live Scan criminal background check

### **PHYSICAL REQUIREMENTS**

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. While performing the duties of this job, an individual may be required to climb up and down stairs and ladders; bend, lift, stoop to move and retrieve material; to push/pull, lift/carry, large items; and to reach above and below shoulder height. The individual must be able to lift up to 40 pounds unassisted. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[www.webb.org](http://www.webb.org)  
<http://alfmuseum.org>