

Request for volunteers

We are constantly in need of volunteer labour. It's only through the dedication and generosity of our volunteers that the AHS has been able to play an important role in preserving, promoting and presenting the heritage of Annapolis County. Here are some of the jobs we need done. If you're interested in helping out with one of the following groups or have other skills you would like to share, we'd thrilled to hear from you. Just click here for the printable volunteer form, contact us by phone or e-mail at 902-532-7754 or historic@ns.aliantzinc.ca.

Job Title: **Accessioning Clerk**
Committee: Collections Management
Time Required: Approx 2 hours per week until work is completed
Contact Person: Ryan Scranton 532-7754
Job Description: Document new acquisitions to the AHS artifact collection by:

- making an identification number on each item
- recording details and description of item on hard copy forms and in digital database
- researching items as needed

Job Title: **Inventory Clerk**
Committee: Collections Management
Time Required: Approx 2 hours per week until work is completed
Contact Person: Ryan Scranton 532-7754
Job Description: Conduct inventory of items in the AHS artifact collection by:

- recording current location of artifacts and checking against existing file records
- identifying deficiencies between item and record (eg. missing, improperly identified)

Job Title: **Retail Committee Chair**
Committee: Retail Committee
Time Required: 20-30 hours per month
Contact Person: Ryan Scranton – 532-7754
Job Description: The retail committee chair is responsible for coordinating the operation of the AHS retail facilities by:

- selecting, ordering and pricing of merchandise
- displaying merchandise
- recruiting and scheduling volunteers as needed

Job Title: **North Hills Museum Committee Members**
Committee: North Hills Museum
Time Required: Approx 8 hours per month
Contact Person: Ryan Scranton 532-7754
Job Description: Assist the North Hills Museum committee with the planning and presentation of events and interpretive programming by:

- preparing for and attending committee meetings
- assisting with special events as needed.

Job Title: **Genealogical Research Volunteer**

Committee: AHS Genealogical Centre

Time Required: One afternoon per week

Contact Person: Frank Taylor – 532-7685

Job Description: Genealogical Centre volunteers assist researchers who are using AHS resources by:

-Collecting research fees and selling merchandise as needed

-Shelving of genealogical resources

Job Title: **Costumes Committee Member**

Committee: Costumes Committee

Time Required:

Contact: Leona Straka

Job Description: Assist the AHS costumes committee with accessioning artifacts and mounting displays.