

**Tahoe Heritage Foundation -- Tallac Historic Site
Volunteer Questionnaire**

Volunteer Name: _____

Have you volunteered at Tallac Historic Site in the past? Yes No

If yes, when? _____

How did you hear about the Volunteer Program? _____

Experience

Briefly describe past employment and volunteer activities (or attach a resume):

Please list any other program, historic site, visitor center, etc you have volunteered with in the past 5-7 years: _____

First time applicants: Please provide 2 references from your previous volunteer activities that can be contacted to speak on your behalf (if you have no references please state that and explain why):

1) Name: _____

Organization: _____ Position/Title: _____

Was this person your supervisor? Yes No

Dates you volunteered together: _____

Phone: _____ Email: _____

2) Name: _____

Organization: _____ Position/Title: _____

Was this person your supervisor? Yes No

Dates you volunteered together: _____

Phone: _____ Email: _____

Notes:

Scheduling

Each RV volunteer is committed to work four 8-hour days each week (daily hour requirement is currently under review for a shorter work day!

Volunteers should plan to be flexible and expect the possibility of schedule changes in order to cover peak visitor times such as Memorial Day weekend, July 4th weekend, Gatsby weekend, Labor Day weekend, and Fall Fish Festival weekend.

In most cases, volunteers will be scheduled four days on/three off with either a Saturday or Sunday off (Sun through Wednesday on or Wednesday through Saturday on).

Preference: Sun-Wed or Wed-Sun *schedule preference is not guaranteed

Please let us know if you have a spouse, partner or friend whom you would like to be scheduled to volunteer with: _____

1. Are you a self-starter? ____Yes ____No Or do you prefer direction ____Yes ____No
2. Can you accept direction and ask for help when you need it? ____Yes ____No
3. Are you willing to do whatever job needs to be done? ____Yes ____No

There are a variety of tasks and duties for volunteers at the Site. First and foremost, all volunteers are expected to provide exceptional customer service to visitors at the Site. There are certain tasks such as cleaning and general upkeep that we will all share in the duties of. Beyond that, we will do our best to match your interest and expertise to specific areas. Please complete the information on the other side to indicate your interest and experience.

Thank you for taking the time to tell us about yourself. We appreciate your service and look forward to working with you!

Tahoe Heritage Foundation
info@tahoheritage.org
530-544-7383

Please tell us about your interest in the following areas. Indicate experience as applicable.

INTERPRETIVE VOLUNTEER			
Job Area	Check if interested	Experience	Comments
Interpretive Tours: Docent/tour guide in the Pope House, Servants' tour, Site tours, etc. May involve character/role-playing.			
Interpretive Programs: Costumed history programs. May involve food/beverage service, character/role-playing.			
Museum Docent: Greet visitors in the Museum; let them know about the Site, history, tours and programs. Area knowledge and direction.			
Gift Shop: Customer service, retail sales, POS system operation, cash handling, merchandising/display			
Costuming: Sewing and repairing clothing. Assisting volunteers with selecting and fitting appropriate costumes.			
Gardening: Planting, pruning, weeding, raking, etc. Interacting with visitors and answering questions about plants & trees on the Site.			
Other Interpretive: May include exhibit design, accessioning, program planning and preparation (food prep, shopping, set-up, etc), historical research, etc.			
MISCELLANEOUS VOLUNTEER JOBS			
Job Area	Check if interested	Experience	Comments
Photography			
Marketing & Social Media			

RESTORATION & MAINTENANCE VOLUNTEER			
Job Area	Check if interested	Experience	Comments Please indicate any area of particular interest or expertise.
General grounds maintenance, pathway construction, irrigation system			
Trade(s): Carpentry, masonry, painting, plumbing etc.			
BLACKSMITH VOLUNTEER			
Please explain your experience:			
VOLUNTEER ARTIST IN RESIDENCE			
Please explain your art/craft and experience:			

Please use the space below to tell us any additional information about yourself or any other areas of interest/expertise that you might bring as a volunteer. Include any comments regarding your comfort level working with the public, computers, etc.
