



# Application For Volunteer Service

*Old Sturbridge Village*

1 Old Sturbridge Village Road  
Sturbridge, MA 01566  
508-347-3362

Applicants for Volunteer Service are considered without regard to race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, a status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

(Please Print) Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Telephone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

e-mail address \_\_\_\_\_

Volunteer Position(s) Applied For \_\_\_\_\_

How did you learn about the OSV Volunteer Program?  Advertisement (name of paper \_\_\_\_\_)

OSV Employee/Volunteer (name \_\_\_\_\_)  Walk-in  Referring Agency  Relative

Other \_\_\_\_\_

Are you an OSV Member?  Yes  No

Are you at least 18 years old?  Yes  No

Have you volunteered at OSV before?  Yes  No

Have you filed an application here before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If Yes, give date \_\_\_\_\_

If yes, under what name? \_\_\_\_\_ Position \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No  
(Proof of authorization to work and of your identity will be required upon employment.)

Are you volunteering now?  Yes  No What is the name of the organization? \_\_\_\_\_

May we contact that organization?  Yes  No

On what date would you be available to begin your Volunteer Service? \_\_\_\_\_

On a monthly basis, how many hours do you wish to contribute at OSV? (#) \_\_\_\_\_

Days available  Sun.  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.

Hours available  Days  Evenings  Nights  Other, be specific \_\_\_\_\_

Would you consider volunteering off-site for OSV?  Yes  No

AN EQUAL OPPORTUNITY EMPLOYER  
Old Sturbridge Village is a smoke-free work environment.

# EDUCATION

	High	College/University	Graduate Professional
Name of School			
Years Completed: Circle	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities			

Indicate what foreign languages you speak, read, and/or write.

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## VOLUNTEER AREAS OF OPPORTUNITY

(Please check your preference[s].)

For department descriptions, refer to the back page of this application.

- Costume   
  Membership   
  Public Programs  
 Education   
  Marketing & Public Relations   
  Visitor Services

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## REFERENCES

Give name, address, and telephone number of three references (not relatives).

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May we contact the above?  Yes  No

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex, or national origin.

<b>1</b>	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Phone #		
	Supervisor			
	Reason for Leaving			May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2</b>	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Phone #		
	Supervisor			
	Reason for Leaving			

1. Please list/describe any special skills or talents that you would like us to know about.

2. Please list any areas of study or Old Sturbridge Village interest that you would like to learn more about.

3. Please share why you have chosen Old Sturbridge Village as a potential service site.

4. Please list (specifically) any tasks, skills, or activities in which you wish not to be involved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DEPARTMENT DESCRIPTION GUIDE

## **Costume**

The costume office is responsible for the museum's reproduction costume program, which provides costumes to staff in interpretive exhibits and to volunteers, interns and educational program participants. Volunteers assist the costume department by producing knitted costume items such as mittens and hats, according to historic patterns provided by the Village. Seamstresses must be able to work on a garment without any written instruction. Both knitting and sewing volunteers must be experienced.

## **Education**

The Education Department is responsible for school groups, scouts, home school students, camps, and teacher workshops. Volunteers assist the education staff by greeting school buses, and helping with materials preparation for studio and activity programming.

## **Membership**

Old Sturbridge Village has over 6,600 members. Memberships can be bought at the Visitor Center. Membership volunteers will work in the Visitor Center under the supervision of the OSV ticketing staff. The membership volunteer will help the visitor fill out the membership form and complete the transaction. The membership volunteer will also help process members through admission.

## **Marketing and Public Relations**

The marketing and public relations department is responsible for planning, developing, and managing all advertising, publicity, and promotion for the Village. Volunteers work on projects associated with public information and media file maintenance and assemble and collate materials for mailings and occasional special projects.

## **Public Programs**

The department of Public Programs plans, develops, presents, and evaluates all of our interpretive programs. Volunteers have a variety of opportunities while serving in public programs, including working in our herb garden or historical gardens, seed packaging, assisting in special events, and wayfinding. Volunteers are eligible to apply for a costumed position after 50 hours of service. Docent volunteers have the opportunity to be trained to interpret an exhibit or craft but must be available at least one day a week and maintain that availability year round.

## **Visitor Services**

The Visitor Center Greeter welcomes visitors as they enter the Visitor Center, answers their questions about the Village, and helps facilitate the ticketing process by directing visitors to appropriate lines for admittance to the village.