Volunteer Job Descriptions

The jobs assigned to our volunteers are dependent upon requests from our various departments. Each department asks for skills that will assist in completing certain jobs. Below is a sampling of our volunteer opportunities.

Carousel – Assisting staff with keeping the carousel running smoothly and keeping the riders safe.

Discovery Camp - Assisting camp counselors with 2nd-through 7th-graders. Some examples of camp projects are basket weaving, bookmaking, candles, building a book rack, making coffee-can ice cream, making things from peanuts, and facilitating visits to the farm, school, carousel and other areas as directed. Lots of walking involved. Must be able to work well with children.

Docents - In the Village, presentations are done for our visitors in some areas such as the Adams Family Home, Edison Homestead, Martha-Mary Chapel and Edison Illuminating. These positions require training.

Greeters - To welcome and direct visitors, and to exemplify hospitality on all occasions.

Hands-On - Special projects involving crafts with children. They include art drawings, pasting, cutting and other creations in helping children explore their own creativity. These activities are for special programs that involve school groups, the general public and families.

Lunchroom – Assisting in school groups as they break for lunch.

Mailings - Folding, stuffing, sealing, labeling and stamping brochures, letters, fliers, etc.

Office Work - General clerical, for example, filing, computer work and shredding.

Overland Touring Car – Talking with visitors about this 1917 artifact.

Prep Work for Special Events - Examples are scoring, cutting, bundling, stamping, folding, bagging and counting materials.

Special Programs - Working with various activities geared toward themed events such as Day Out With Thomas, Annual Salute to America, Old Car Festival, Motor Muster, Hallowe'en in Greenfield Village and a variety of other programs.