



**VOLUNTEER**

*with*

**The Three Village  
Historical Society**

### **Administrative Volunteer**

The office staff is seeking individuals available weekdays between the hours of 10am and 4pm to assist with a variety of administrative tasks. Volunteers may be asked to assist with stuffing envelopes, copying, and assisting with special event preparations. Teens and pre-teens are welcome to apply. This is a great opportunity for students to earn community service hours.

### **Archives Volunteer**

Our archivist is looking for individuals to assist with projects in the archives. Tasks may include transcribing documents, working with historic photographs or objects, conducting historical research, and more. On-the-job training is provided.

### **Exhibit Docent**

Exhibit docents conduct tours of the *SPIES!* exhibit for the general public, school children, and adult groups. Docents are trained to conduct tours and use hands-on activities as teaching tools within the exhibit. Training includes education on applicable history and content for the exhibit and the historical society. Exhibit docents volunteer on Sundays, 1-4pm, and as needed for special tours on weekdays and Saturdays. We ask that docents commit at minimum 10 Sunday afternoons per year.

### **Living History Interpreter**

One of our most popular events is our annual Spirits Cemetery Tour. Living history interpreters play the roles of spirits of men and women buried in Three Village area cemeteries. Each year, a new theme is chosen. Volunteers will be provided with costumes, scripts, and training.

### **Special Events Volunteer**

The Three Village Historical Society offers assorted special events throughout the year, including an annual yard sale, the Long Island Apple Festival, Candlelight House Tours, monthly member meetings, and fundraisers. We are seeking individuals to help coordinate and facilitate these events. Volunteer tasks include setting up chairs, baking treats, greeting guests, and acting as Candlelight House Tour docents (give tours of the historic houses included in the event). Training is provided. Teens and pre-teens are welcome to apply. This is a great opportunity for students to earn community service hours.

### **Teen Docent**

We are recruiting high school students to assist docent and visitor service volunteers in the *SPIES!* exhibit. Teen docents will primarily work with children and adults in the “Code Room,” using instructional software and hands-on activities. Teen docents will also assist with greeting and orienting visitors. All training is provided. This is a great opportunity to earn community service hours!

### **Visitor Services Volunteer**

Visitor Service Volunteers assist with greeting and orienting visitors, collecting admissions, handling gift shop and membership sales, and responding to inquiries in person and on the telephone. Training is provided.

### **Walking Tour Guide**

Walking tour guides lead guests on tours of historic areas in the Setauket. Walking tour guides are also responsible for collecting admissions and distributing information about the historical society and its programs. Training sessions, scripts and job-shadowing opportunities are provided.

### **Application Process**

If you would like to volunteer with the Three Village Historical Society, please complete and return the attached application. This application will help us to match you with a volunteer opportunity that fits both your interests and your skills. Applicants will be contacted about training and upcoming opportunities.

### **Benefits of Volunteering with TVHS**

Volunteering with TVHS is an opportunity to give back to the community while connecting with other history lovers. Learn more about local history through learning workshops and training sessions. Volunteering with TVHS is fun and flexible. We appreciate any time you can donate, even if it is just a few days a year. Individuals who commit to volunteering with TVHS for a minimum of one year will receive 20% discount on gift shop purchases.

### **Eligibility**

Volunteers must be members of the Three Village Historical Society. Individual memberships begin at \$30 annually. Volunteers must be reliable, enthusiastic, and enjoy people. To volunteer as an exhibit docent, we ask that you be available to volunteer at minimum 10 Sunday afternoons over a 12 month period. Walking tour guides must be available to volunteer two or more weekends, April through October. Exhibit docents, teen docents, walking tour guides, and visitor service volunteers are asked to attend required training sessions and complete at minimum two job shadows.

# VOLUNTEER APPLICATION

How did you hear about our volunteer program?

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## Introductions

Name: \_\_\_\_\_ Age (if under 18) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## Hobbies, Skills, Special Training, and/or Interests

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## Related Experience

*(Include work and volunteer experience)*

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## Volunteer Areas

Which volunteer positions interest you?

*(Check all that apply. See previous pages for more information.)*

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Volunteer   | <input type="checkbox"/> Special Events Volunteer   |
| <input type="checkbox"/> Archives Volunteer         | <input type="checkbox"/> Teen Docent                |
| <input type="checkbox"/> Exhibit Docent             | <input type="checkbox"/> Visitor Services Volunteer |
| <input type="checkbox"/> Living History Interpreter | <input type="checkbox"/> Walking Tour Guide         |

## Availability

Please indicate your availability for volunteer assignments below.

*(Check all that apply. Exhibit Docents must be available on Sundays, 1-4pm. Walking Tour Guides must be available on weekends between 10am and 4pm.)*

	Mornings	Afternoons	Evenings	All Day
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Yes**, I want to commit to volunteering with TVHS for one year or more.

**Yes**, I agree to allow the Three Village Historical Society to use photographs/recordings and video recordings of me while volunteering for the website and promotional materials.

**Please complete and return this form to:**

Three Village Historical Society, 93 North Country Rd., Setauket, NY 11733

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*The Three Village Historical Society exists to foster and preserve local history and educate the public about our rich cultural heritage. Educational programs are developed by collecting and preserving artifacts, documents, and other materials of local significance and by doing research on the history of the people who have lived in the Three Village area from earliest habitation to the present.*

~ **TVHS Mission Statement, adopted June 4, 2008**

### **TVHS Executive Board**

Patricia Yantz	<i>President</i>
Frank Turano	<i>Co-Vice President</i>
Steve Hintze	<i>Co-Vice President</i>
Barbara Gottfried	<i>Recording Secretary</i>
Carol Lane	<i>Corresponding Secretary</i>
Karin Lynch	<i>Treasurer</i>
Peter Ostapow	<i>Past-President</i>

### **Trustees**

Class of 2011: Michael Hynes, Robert Lauto, Andrew Pelosi, Cathy White  
Class of 2012: Fred Bryant, Patricia Cain, Steve Healey, Michael O'Dwyer  
Class of 2013: Frank Degen, Ronald LaVita, Janet McCauley, Donna Smith

### **Key Personnel for Volunteers**

Donna Higgins	<i>Volunteer Coordinator</i>
Karen Martin	<i>Archivist</i>
Donna Smith	<i>Chair of Education</i>
Beverly Tyler	<i>Three Village Historian</i>
Eric Waxman	<i>SVG Walking Tour Coordinator</i>

### **Office Assistants**

Elizabeth DeMaria & Maryanne Vigneaux

## **THREE VILLAGE HISTORICAL SOCIETY**

**Address:** 93 North Country Road, Setauket, NY 11733

**Phone:** 631-571-3730    **Fax:** 631-751-3936

**Email:** [info@tvhs.org](mailto:info@tvhs.org)    **URL:** [www.tvhs.org](http://www.tvhs.org)





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