

Hillsboro Historical Society

P.O. Box 461

Hillsboro, NM 88042

575-895-3321

Please fill out this form and return to the Hillsboro Historical Society to receive consideration for a volunteer position. You may mail this form to our mailing address, attach it to an email to our volunteer coordinating committee at tchwnet@gmail.com, or drop it by the museum/gift shop.

The Hillsboro Historical Society is a 501(c)(3) organization working in the Hillsboro and surrounding area of New Mexico to collect, preserve, and present information about the history and heritage of Hillsboro, Kingston and surrounding environs. We also work to acquire, conserve, protect, and transfer historic properties in Hillsboro and surrounding areas of historical interest; to stabilize and preserve historic sites; and to acquire artifacts, documents, and other materials necessary to interpret, educate, and promote understanding of our local heritage.

We invite volunteers over the age of 18 to engage with our visitors at our site, online, and by providing various services.

After we receive your application, we will contact you and arrange for an interview in person or by phone with a member of our volunteer coordinating committee. All information on this form will be kept confidential and will help us find the perfect volunteer activity for you.

Volunteer Application Form

First Name: _____

Last Name: _____

Street Address:

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Employer (if applicable) _____

Do you have skills, special interests or experience that you would like us to consider when placing you in an appropriate activity?

Here are some of the volunteer positions we offer. Please check the ones you would be most interested in.

- Events (fundraising events, visitor get-togethers, celebratory events)
- Programs/program coordinator (lectures, book signings)
- Museum/gift shop (museum tours, managing sales in the gift shop; currently open Friday, Saturday and Sunday from 10AM to 3PM)
- Hillsboro cemetery (research and maintenance)
- Old Courthouse and Jail (cleanup and maintenance)
- Fundraising (may involve telephone calls, writing thank you notes, or grant writing).
- Communications (writing copy for publications and fundraising messages. Social media experience appreciated).
- Board of Director positions (monthly meetings, project management)

What days are you usually available? Mon: Tues: Wed: Thurs: Fri: Sat: Sun:

How many hours are you available per week? Do you prefer: Morning? Afternoon? All Day?

Please describe any physical limitations:

Emergency contact:

Name: Phone: Email: Relationship:

Please provide the names and contact information of two character references:

Name: Telephone: Relationship: Email:

Name: Telephone: Relationship: Email:

Liability Release:

As a volunteer at the Hillsboro Historical Society, I agree to abide by all policies and procedures as spelled out in the volunteer handbook. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Signature:

Date: