City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Collections
Last Updated: March 2013

Committee Leadership

Museum Curator
Katy Lewis
303-987-7879
cailew@lakewood.org

Committee Purpose

The collection committee's primary purpose is to assist the Museum Curator in processing and maintaining equipment and artifacts for the Lakewood Heritage Center permanent collection. The group ensures the artifacts are in satisfactory condition by providing systematic inspections and reporting emerging defects either before they occur or before they develop into major defects.

Responsibilities

The committee's volunteers are responsible for assisting with cataloging and housing incoming donations, inventory, developing condition reports, entering catalog and condition reports into PastPerfect database and cleaning artifacts.

Qualifications

The volunteer must be able to prove the following ability to:

- Effectively complete job assignments despite changing priorities
- Focus your efforts on extreme details
- Handle a variety of tasks at one time
- Provide consistency for tasks in sequential order

Age Requirement

The minimum age requirement for this committee is 18.

Schedule

Monday through Thursday from 10 am – 3 pm

Training

Training is mandatory and provided on a yearly basis. Training will be provided by a member of the Museum Curator team in one session. It will be held at the Lakewood Heritage Center (801 S. Yarrow Street, Lakewood CO 80226). The training will last approximately three hours. Training materials, paper, and pencil will be provided at your arrival. After completing the training session, the Museum Curator team will review the training with the volunteer and determine if volunteer is capable of working in this committee or should be reassigned.

Dress Code

Comfortable clothing and shoes

Work Environment

Indoor – This committee participates year-round and is located in climate controlled areas. Temperature is kept at a constant 68 degrees.

Punctuality and Absenteeism

If the volunteer is going to be late or miss a scheduled assignment, they must contact one of the collections assistants.