

Current Volunteering Opportunities:

Role	Description	Hours
Historic Building Steward	Crucial Role:	March - October Everyday for 3.5 hour shifts 10:00 - 1:30 or 1:30 - 5:00
	<p>Stewarding is a great way to help bring the buildings alive for our visitors whilst at the same time supervising the artefacts to ensure their safety. By welcoming visitors into the buildings and interpreting more about the property, you will make their visit more inspiring and enjoyable.</p> <p>This is the perfect role for those looking to meet new people, be a part of a team, and/or gain experience for a career in the heritage sector.</p>	
Ticket Office & Shop	Crucial Role:	March - October Everyday for 3.5 hour shifts: 10:00 - 1:30 or 1:30 - 5:00
	<p>Volunteers who work in the Ticket Office and Shop fulfill a vital role at the Museum! This varied role involves greeting our visitors, selling admission tickets, promoting Friends membership and Gift Aid, and helping us to keep the reception and visitor areas tidy and well stocked.</p> <p>Applicants should enjoy working as part of a team in a public facing role and feel comfortable working with cash handling and tills.</p>	
Visitor Information Steward	Crucial Role:	March - October Everyday for 3.5 hour shifts: 10:00 - 1:30 or 1:30 - 5:00 November - March Hours more flexible, generally 3 hour shifts: 10:00 - 1:00 or 1:00-4:00
	<p><i>Open season:</i> Based in our Information Centre, this role is intended to help enhance the visitor experience. It involves answering the phone, dealing with queries, ensuring visitor information is well stocked, signposting people in the right direction to activities, providing leaflets and family trails and performing administrative tasks.</p> <p><i>Closed season:</i> During the winter, this role can take on more administration tasks. It involves helping the office staff by answering the telephone, marketing and sending out post.</p>	

Front of House Assistant	<p>Crucial Role:</p> <p>Based within the Chiltern Open Air Museum's Visitor Information Centre, you will help to provide visitors with a friendly welcome to the museum, help to answer their queries and book out our wide selection of free activity backpacks, audio guides and trails.</p> <p>During quieter periods you will be able to make use of the museum's new IT system and resources to assist with essential behind-the-scenes operations. Alongside other like-minded volunteers you will manage volunteer rotas, create and distribute our in-house newsletter, respond to general enquiries via telephone and email and of course help with the upkeep of the Visitor Information Centre.</p>	<p>March-October Everyday, flexible times (suggested 3.5 hour shifts)</p> <p>November – March Weekdays, flexible times (suggested 3.5 hour shifts)</p>
Buildings & Maintenance: General	<p>Volunteers are involved in the re-erection and maintenance of our historic buildings. If you have skills in carpentry, bricklaying, painting, plumbing, electrics and/or any other construction fields, we need you! Skills aren't necessary and can be learnt on the job.</p>	<p>Volunteers can work during the week or at weekends, however there may not always be vacancies; numbers have to be limited.</p>
Buildings & Maintenance: Large Artefacts, Plant and Equipment	<p>Interested in engineering? Mechanics? The museum has a large collection of agricultural equipment, vehicles and plant requiring restoration, repair or just maintenance.</p>	<p>Volunteers can work during the week or at weekends, however there may not always be vacancies; numbers have to be limited.</p>
Education & Interpretation: Workshop Leaders and Public Interpretation	<p>The Museum's volunteer workshop leaders help to deliver our award winning education programmes, including delivering workshops for school parties, running family activities at weekends and during school holidays, helping with our children's holiday clubs, adult workshops, guided tours, as well as a range of other interpretative provision for all our visitors.</p>	<p>School visits: February - November. Opportunities available on a flexible rather than regular basis dependent on school bookings.</p> <p>Public interpretation: March - October, weekends & school holidays.</p>
Education & Interpretation: Development Work	<p>Our education team also comprises of members who are able to develop new interpretative provision for the wide range of visitors to the museum.</p>	<p>Year round on a flexible basis, including the possibility to work from home.</p>
Site & Farm	<p>This is a unique opportunity to work outdoors in our beautiful surroundings. Site and Farm</p>	<p>Volunteers can work during the</p>

	volunteers are involved in a variety of tasks such as landscaping, gardening, fencing, woodland work, animal care and general conservation work.	week or at weekends, however there may not always be vacancies; numbers have to be limited.
Café	Enthusiastic and friendly volunteers are needed to work alongside the Catering Manager during busy days to clear tables and serve customers.	March - October During busy event weekends, flexible hours.
Conservation	Help look after the buildings and their artefacts through routine cleaning and conservation care. This includes preparing the buildings for the summer season and putting them 'to bed' in the winter months.	Year round. Generally Monday - Friday 10:00 - 2:00.
Behind the scenes	There are a number of behind-the-scenes tasks that vary depending on the time of year and opportunities available, including historical research, library assistance, education and interpretation development and special projects.	Roles dependent on opportunities available.
Fundraising	The Museum is a charity receiving no funding from the local council. There are lots of different ways to help us with this vital role - you can choose which you prefer to do: <ul style="list-style-type: none"> - Asking for prizes from local businesses for fundraising events. - Researching potential donors and corporate/venue hire groups (e.g. for training). - Helping to organise sponsored events. - Selling advertising space in the Classic Car show programme. 	March - November on a flexible basis, including the possibility of working from home.
Friends of COAM	Volunteers help in the Friends Centre at the Museum, assist with fundraising activities and provide support at Museum and external events.	Shop: March - October. Flexible hours.
Marketing Research	There are many ways in which you can help market the Museum: <ul style="list-style-type: none"> - Conduct visitor research and carry out questionnaires to record visitor experiences. - Spread word in the local community via leaflet drops and placing posters in your area. - Research potential visitors including U3A and WI groups. 	March - October Flexible.
Reception	Involves working on the reception desk, answering the phone, dealing with queries, and performing administrative tasks to help provide excellent customer service.	Year round Monday - Friday for 3.5 hour shifts: 10:00 - 1:30 or 1:30 - 5:00
Young Volunteers	If you are aged between 10 and 16 years old then why not come and help us keep the buildings tidy, clear a new area, make a new replica object or help us with the gardens. If you are interested	Meet on the second Saturday of each month from February until

	in becoming a Young Volunteer contact the Visitor Services Assistant on 01494 871117 or email events@coam.org.uk	November, from 1:30 - 4:30
Corporate Volunteering	We welcome corporate volunteers from different companies in this region and can offer you a variety of different tasks, which will help to keep the site looking attractive, as well as furthering specific Museum projects. We can accommodate groups of between 5 and 30 people per day and would be delighted to meet you to discuss what work is likely to be available at the time your company would like to visit us. If you are interested in Corporate Volunteering contact the Visitor Experience Manager on 01494 871117 or email visitor@coam.org.uk	Year round, but projects dependant upon the time of year.