

Holocaust Memorial Resource & Education Center of Florida

Volunteer Job Descriptions

SUNDAY VOLUNTEERS

Each Sunday a minimum of (2) volunteers keep the Holocaust Center open and accessible to the public from 1-4 p.m. Sunday Volunteers arrive to the Center about 10 minutes early to gain access to the building, turn on all of the lights, exhibit components and ready the Center for visitors. Other tasks during this time may include but are not limited to:

- Greeting and orienting visitors to the Holocaust Center – point out key components of exhibits, the library, etc...
- Assisting visitors with online card catalogue and locating books in the library
- Using library computer software to register patrons to check-out library materials; check-in and check-out books, movies, etc...
- Re-shelving library books by call number
- Answering the Holocaust Center phone to reply to patron questions
- Representing the Holocaust Center and its mission to create a moral and just society free of all forms of prejudice at all times

Training provided.

Time commitment: 3 hours/month.

Reports to: Toby Robinson, Volunteer Chair

SPECIAL EVENT VOLUNTEERS

Each year the Holocaust Center hosts several community events and participates in community events. Volunteers can expect to stand for a few hours at a time. Volunteer tasks may include, but are not limited to:

- Set-up and break-down
- Registering and greeting guests / Crowd control and directing (walking) traffic
- Taking Holocaust Center display board to community events and building awareness
- Representing the Holocaust Center and its mission to create a moral and just society free of all forms of prejudice at all times

Training / day-of instruction provided. Time commitment: varies; avg. 3 hours.

Reports to: Raychel Cesaro, Development Associate / Volunteer Coordinator

TEACHERS INSTITUTE VOLUNTEER

For a week each summer the Holocaust Center hosts 40-50 teachers for a 5-day Teachers Institute. A volunteer is needed to assist with material preparation and logistics the week before and the week of the Institute.

Tasks may include, but are not limited to:

- Assembling participant notebooks (copying documents)
- Set up the meeting space
- Minor clerical duties
- Preparing refreshments at set times
- Making copies of new materials when necessary
- Keeping track of attendance lists and evaluations

Direction provided. Volunteer should be familiar with computers, Microsoft Office applications, copy machines and office etiquette.

Time commitment: 2 weeks. 40 hours/wk.

Reports to: Susan Mitchell, Director of Grants & Special Projects