



## **Magic at the Mill Volunteer Job Descriptions**

Volunteer shifts are from 4:45-8:15pm each night, December 19-23, 2019, at the Willamette Heritage Center. The following descriptions are for reference only.

To apply, please fill out and submit the online application or print and return the PDF version, both available at <https://www.willametteheritage.org/magic-at-the-mill/>  
You will receive email confirmation upon receipt of volunteer application.

<b>Volunteer Position</b>	<b>Description</b>
<b>Children's Activities</b>	Help kids with activities like making reindeer food, silhouettes, and other crafts, supervising model train station, or weaving on a loom. (indoors)
<b>Greeter/Host</b>	Welcome guests, take tickets, stamp hands, distribute programs, answer questions. (outdoors / windy doorways)
<b>Elevator Operator</b>	Take visitors to various floors in the Mill Building and let them know what's happening on each floor and around the site. (indoors)
<b>Mill Building traffic guide</b>	To relieve congestion in the stairwells, we will have one stairway for up and one for down. You'll help people get to the right one and answer questions about what's happening on each floor and around the site. (indoors)
<b>Santa Elf</b>	Talk to children waiting in line to see Santa, hand out candy canes, help Santa, and assist families with photos. For this job we need <b><i>very cheerful, friendly elves who love to talk to kids!</i></b> (indoors)
<b>Roamer/Relief</b>	Fill in for volunteers on breaks, fill in for parking lot volunteers, general visitor assistance. (indoors and outdoors)
<b>Volunteer Hospitality</b>	Set up food and drink, welcome volunteers, keep refreshments stocked and room clean, keep hot foods hot and cold foods cold, clean up at end of evening. (indoors, sitting/standing)
<b>Living History, exterior houses</b>	Admit visitors in small groups to houses, answer basic questions. Requires training. <i>Costume optional – weather dependent.</i> (outdoors)
<b>Living History, interior houses</b>	Welcome visitors, answer questions, watch over museum space. <u>Requires training and costume fitting in advance.</u> (indoors)
<b>Parking Attendant</b>	Direct visitors to appropriate spots to park; monitor parking lots to see when full and when to direct visitors to additional parking lots. (outdoors)
<b>Admissions</b>	Welcome visitors, sell admissions, give tickets, answer questions. <u>Requires cash handling experience.</u> (indoors and outdoors)
<b>Entertainment Host</b>	Welcome and assist entertainers in the Spinning Room or Church; welcome guests, help them get seated, find places for strollers, etc. (indoors and outdoors)
<b>Exhibit Gallery Host</b>	Welcome visitors to current exhibit in the gallery; help them understand gallery rules. (indoors, sitting/standing)

**Can't Volunteer?** Consider donating snacks or handwarmers (or money for these items) for volunteers – call Erica Osorio at 503-585-7012 ext. 254, or email: [ericao@willametteheritage.org](mailto:ericao@willametteheritage.org)