

Wayne Historical Museum Volunteer Application

Contact Information

Name	
Street Address	
City, State ZIP	
Primary Phone	
E-Mail Address	
Birthday	

How do you prefer we contact you? (circle one)

Phone

Email

U.S. Mail

Interests

Tell us in which areas you are interested in volunteering (job descriptions on last page)

- Greeter
- Tour Guide
- Research/Archivist
- Display Assistant
- Promotions (Marketing, Special Events)

- Other (please specify):

How often would you like to volunteer? (circle one)

Weekly Monthly Events Only As Needed

Availability:

ALL VOLUNTEERS WILL UNDERGO A BACKGROUND CHECK AND BE ASKED TO TAKE A SHORT CLASS TO LEARN SOME BASICS ABOUT THE WAYNE HISTORICAL MUSEUM.

Person to Notify in Case of Emergency

Name	
Street Address	
City, State ZIP	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I wish to volunteer for The Wayne Historical Museum. I understand that the nature of volunteer activities that I may perform in my capacity as a volunteer may involve physical activity, contact with unidentified and/or unfamiliar persons, or other potential risk of bodily injury or damage to property. Knowing this and in consideration of being allowed to volunteer, I HEARBY ASSUME FULL AND COMPLETE RESPONSIBILITY FOR ANY PERSONAL INJURY AND/OR PROPERTY DAMAGE THAT I SUSTAIN OR CAUSE DURING MY PARTICIPATION AS A VOLUNTEER. IN ADDITION, I HEARBY RELEASE AND AGREE TO HOLD HARMLESS THE CITY OF WAYNE AND ANY OF ITS EMPLOYEES, VOLUNTEERS, PARTNERS, AGENTS, SPONSORS, BOARD MEMBERS AND SUCCESSORS FROM ANY AND ALL INJURIES, DAMAGES, LOSSES, LIABILITIES OR CLAIMS ARISING OUT OF OR RELATED TO MY SERVICES AS A VOLUNTEER.

Name (printed)	
Signature	
Name (printed) (parent/guardian)	
Signature (parent/guardian)	
DATE	

Our Policy

It is the policy of the Wayne Historical Museum to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

***Thank you for completing this application form and
your interest in volunteering with us!***

The Wayne Historical Museum

One Town Square

Wayne MI 48184

Phone: (734) 722-0113

General email: info@downtownwayne.org

GREETER – This person will welcome guests as they walk into the building, they also may have to answer the phone and take messages. This person will need to know basic history of the building and where everything is located.(displays, restrooms, wheelchair lift, exits etc.) The greeter will feel comfortable talking with guests and helping them feel welcome in the Museum.

TOUR GUIDE – This job requires a general knowledge of the City of Wayne and its neighboring cities and their history. An enthusiasm for history is required. This person should be comfortable talking to groups of people of all ages and backgrounds. This person should be very willing to learn about many areas of Wayne’s history.

RESEARCH/ARCHIVIST – The important reason to have the Museum is to house artifacts and the written history of Wayne. This person should be knowledgeable about the Museums Records and show care in their handling. They could be recording and organizing donated artifacts and/or written historical information donated to the museum and helping answer requests for historical information on the People, Businesses, Buildings, Churches, Schools, Roads, Farms, Industry, etc. from Wayne’s past.

DISPLAY ASSISTANT - This job may involve physical activities like: dusting, handling and cleaning glass and moving furniture. This person will carefully help to create attractive displays in the museum.

PROMOTIONS (Marketing and Special Events) – These events may require weekend and evening work, they may also be outside in different weather conditions. **Creativity and Enthusiasm and a willingness to promote the Wayne Historical Museum are a must.**