

**Courthouse Square Association
P.O. Box 411, 100 W. Lawrence Ave.
Charlotte, MI 48813**

Volunteer Guidelines

Mission Statement

Courthouse Square Association, in a fiscally responsible manner, collects, preserves, interprets and promotes the history and culture of Eaton County through the preservation and use of its historic structures, while giving the past relevance through exhibits and educational programs.

Duties

- The volunteer will work with museum staff and other volunteers on various projects, which uphold CSA's mission.
- The volunteer will receive hands-on training and guidance from museum staff.
- Duties may include, but are not limited to assisting with collections care, programs, tours, exhibit preparation and installation, clerical tasks, special events, cleaning and maintenance, and the museum gift shop.

Expectations: Volunteering is a serious and well-respected position. The volunteer represents CSA.

- The volunteer reports directly to the Executive Director.
- Schedules are set to meet the museum's needs, however they remain flexible for the volunteer's convenience.
- The volunteer must accurately record his/her hours and accomplishments on the forms provided by the museum.
- Please, notify museum personnel in cases of absenteeism.
- The volunteer shall act in a professional manner. Be courteous and attentive to visitors, providing assistance when needed.
- The volunteer's personal appearance should be neat and clean and appropriate to the day's tasks.
- Safety for visitors, staff and volunteers is a concern. Report any unsafe or hazardous conditions in the building or on its grounds to the museum staff.
- Volunteers are not permitted in collections storage without museum personnel present.
- There is no smoking in the building.
- No food or drinks are allowed in the exhibit areas, collections storage or around the artifacts.

Benefits: Volunteering at CSA is very rewarding and fulfilling. CSA greatly appreciates its volunteers. Benefits include...

- a 10% discount on non-sale items in the museum gift shop.
- free/discounted admission to selected programs and events.
- free admission to the museum for the volunteer and one guest.
- receiving advanced notice of upcoming special events and programs.
- receiving The Ledger, CSA's quarterly newsletter.
- meeting new and interesting people.
- participating in the museum staff's Volunteer Appreciation gatherings.
- the satisfaction of learning about Eaton County's history and the various methods of preserving it and Courthouse Square as an organization.

For more information or to volunteer, please contact:

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