



# OLD FORT NIAGARA

P.O. Box 169 • Youngstown, NY 14174-0169 • USA • tel. (716) 745-7611 • [www.oldfortniagara.org](http://www.oldfortniagara.org)

Hello!

First of all I would like to thank you very much for your interest in being a volunteer for the Old Fort Niagara Association. We are a small not-for-profit organization dedicated to preserving the history and buildings of Fort Niagara, one of the premier historic sites in New York State. Fort Niagara featured prominently in the French and Indian War, American Revolution, and War of 1812, and was occupied by the U.S. Army until as late as 1963.

We rely very heavily on the support of volunteers to help us with special events, re-enactments, demonstrations, guided tours, interpretation, and day to day operations, so there are many different areas where we could use your assistance. The application included with this letter is designed to help get a sense of your areas of interest and skills. This will help to determine where we can best utilize you. Once your application is reviewed, I will set up a meeting with you in order to orient you with the site and introduce you to the department head who you will be working with based on your areas of interest. At that point they will then begin coordinating with you to set up times for you to begin your volunteer work.

I will also be putting your contact information into my database, which will allow me to send you updates and information about volunteer opportunities and upcoming special events that will be going on here at the Fort, which you may be interested in participating in.

Thanks again for your interest in supporting our site, and we look forward to working with you. If you have any further questions, don't hesitate to call me at (716) 745-7611, ext. 221.

Sincerely,

Erika Schrader  
Volunteer & Tour Guide Coordinator  
Old Fort Niagara

# OLD FORT NIAGARA

## Volunteer Application

*Thanks for your interest in becoming a volunteer of the Old Fort Niagara Association! Please fill out the following form to help us learn about your interests and availability. This will help us plug you into the right area.*

Name \_\_\_\_\_ Date \_\_\_\_\_

### CONTACT INFORMATION

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### MEDICAL INFO & EMERGENCY CONTACTS

Contact #1: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact #2: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone Number \_\_\_\_\_

Special Needs/Allergies/Injuries we should know about? \_\_\_\_\_

\_\_\_\_\_

### PERSONAL HISTORY

Are you currently a student?  YES  NO

Last grade or degree earned? \_\_\_\_\_ In what field? \_\_\_\_\_

Any additional languages besides English? \_\_\_\_\_ Any musical abilities? \_\_\_\_\_

First aid certifications?  YES  NO \_\_\_\_\_

### EMPLOYMENT HISTORY

Current Employer: \_\_\_\_\_ Position \_\_\_\_\_

Past Employer #1: \_\_\_\_\_ Position \_\_\_\_\_

Past Employer #2: \_\_\_\_\_ Position \_\_\_\_\_

Any additional volunteer experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### AVAILABILITY

Expected time commitment: \_\_\_\_\_ hours per  day  week  month

Days & Times Available:

Sunday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Monday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Tuesday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Wednesday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Thursday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Friday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Saturday	<input type="checkbox"/> AM	<input type="checkbox"/> PM

### **VOLUNTEER OPPORTUNITIES**

*This is a listing of our most current volunteer needs. Please check all that interest you.*

- Admissions – *Assisting with ticket Sales at the Visitor’s Center.*
- Annual Fund (Prospect Committee) – *Reviewing and assisting with the Annual Fund mailing.*
- Annual Fund (Donor Solicitation) – *Calling and seeking out additional potential donors.*
- Cataloging Artifacts – *Helping to maintain Old Fort Niagara’s collection of historic artifacts and cataloguing them.*
- Clerical – *Assisting office staff, filing, answering phones, etc.*
- Clothing Repair & Sewing – *Many of our uniforms receive extensive wear over the summer and need repairs.*
- Community Calendars and Public Service Announcements – *Marketing and Publicity.*
- Crowd Control for events – *Helping to ensure all visitors are kept safe during the battle re-enactments.*
- Display at Community Festivals – *Creating and manning a display at various venues, such as festivals and job fairs.*
- Distance Learning Programs – *Helping to bring history into the classroom when they can’t come to us.*
- Docents – *Giving orientation tours of the fort during summer season for visitors.*
- Education Programs/Overnight Programs – *Assisting a staff person with the management of the group.*
- Event Parking – *Working with the maintenance crew to effectively park vehicles during busy events.*
- Event setup/cleanup – *We can always use extra hands for our various re-enactments each year.*
- Exhibits Maintenance – *Helping to clean and maintain museum exhibits.*
- Food Service – *Assisting in the snack bar known as Prideaux’s Head.*
- Garden – *Helping to maintain or interpret our historical gardens.*
- Gift Shop – *Helping to sell merchandise and maintain the Museum Shop.*
- Library Maintenance - *Working with the curator to assist with routine maintenance work in the research library.*
- Lighthouse – *Helping to interpret the lighthouse and bringing groups up to the top.*
- Membership Recruitment (event follow up) – *Assisting with the expansion of Fort Niagara’s Membership Program.*
- Military Interpreter – *Portraying the various soldiers and individuals who were here from 1759-1813.*
- Music (Field Music and other period performance) – *Join as a member of the Fifes & Drums of Old Fort Niagara.*
- Musket repair – *Helping to maintain the various muskets in the Interpretation Office.*
- Place Signs and Flyers for Event Promotion – *Helping to advertise for special events by placing signs in conspicuous public areas.*
- Re-enactor Registration at events – *Running the registration booth where re-enactors sign in and get event information.*
- Spring Clean-up Day – *Assisting with cleaning up the site after the winter months.*
- Visitor’s Center Greeters/Museum Docents – *Interpreting the Museum in the Visitor’s Center and answering visitor questions.*
- Writing Feature Articles for Media – *Helping to write articles to help advertise Fort Niagara to the general public.*