

Volunteer Opportunities at Heritage Square

Volunteers give many hours to Heritage Square - the equivalent of a full-time staff member. Volunteer power is crucial: last year over 8,000 people toured Heritage Square and its historic structures. The Square is always looking for volunteers, if you know someone interested in any of the opportunities listed, please call (805) 483-7960, free training is provided. www.heritagesquareoxnard.com

Current job descriptions of opportunities available at the Square:

Docent Programs: assist with tours of the Square, special events, hands-on activities during school tours, historic preservation, and decorative arts. Training provided.

Time commitment: varies (4-12 hours a month)

Refreshment Volunteers: assist with food set-up and sales of refreshments (coffee, soda, H2O, candy bars, popcorn, etc.) during Friday Night concerts, Salsa Festival, Victorian Christmas Tours, etc

Time commitment: 5pm-8pm for Friday concerts, 4 hours per event

Concert Usher: assist with seating for Friday Night concerts, handing out raffle tickets, flyers and programs, donation collections and raffle prize giveaways. Costume (1900's period appropriate) encouraged.

Time commitment: 5:15pm-7pm

Garden Volunteers: assist staff in creating and maintaining beautiful garden settings for the public's enjoyment.

Time commitment: varies by season (4-12 hours a month)

Collections Volunteer: Heritage Square currently has many objects in its library collection. Assist the Square Manager and Docent Coordinator with maintaining the current catalog collection and library information. Obtain artifacts and articles needed to complete new exhibits and docent research files. Work on special projects including research and exhibit design.

Time commitment: 4-8 hours a month

Additional VOLUNTEER OPPORTUNITIES INCLUDE:

Office Volunteers: Those with office skills of any level are needed to help with telephones, mailings, database entry and other administrative tasks, especially at busy event times. Flexible hours and times available.

Time commitment: varies (4-12 hours a month)

Home Tour Volunteers: Volunteers are needed to serve as docents and hosts for the annual Autumn Home Tour on Sunday, in September for the Henry T. Oxnard Historic District and historic downtown Oxnard. Volunteers work a 3 hour shift in a speaking or non-speaking role and are guests of the Friends of Old Oxnard for the tour. Period (1900's-1920's) costume/attire strongly encouraged. This is a great way to learn about the architectural history of Oxnard.

Committee Member: Steering committees for year around activities meet regularly. As a volunteer committee member you would help with the planning and organizing of exhibits, workshops, publicity and more.

Time commitment: 4-8 hours a month during planning stages

Victorian Holiday Tours Committee: A steering committee for the Holiday Tours meets monthly. As a volunteer committee member you would help with the planning and organizing of exhibits, workshops, publicity and more.

Time commitment: 4-8 hours a month during planning stages

Activities and Benefits for Friends of Heritage Square:

Ongoing training, field trips, educational events and free summer concerts. Heritage Square docents and volunteers are a fun and exciting group of people with whom to volunteer. They are energetic, spirited, enthusiastic, and dedicated to assisting community residents, visitors and school children learn about the early pioneers of Oxnard and communities beginnings.

Call (805) 483-7960 or visit our website at www.heritagesquareoxnard.com.