



## 2021 Volunteer Roles Development Department

### *COVID-19 Safety Precautions:*

*Due to ongoing COVID-19 restrictions, volunteer opportunities are limited and more information will be posted throughout the 2021 season.*

*Please note that while Governor Sununu's statewide mask mandate has expired, the City of Portsmouth's Mask Mandate is in effect through June 30, 2021. Additionally, Strawbery Banke Museum requires that all visitors and Museum staff abide by the [Museum's COVID-19 precautions](#) including that all are required to keep a safe distance of at least 6 feet between households at all times and wear a mask covering over mouth and nose. Thank you for your understanding and for helping to keep other volunteers, visitors, and Museum staff safe.*

### **Data Entry/Operations Assistant**

#### **Position Description:**

This person will work with the Membership and Donor Stewardship Manager to ensure data, including gifts and constituent information will be entered into the donor database in a timely and accurate fashion

#### **Schedule:**

This is an ongoing position that would be weekly at minimum with the option for more hours depending on the workload (4-5 hours per week). This person will enter memberships and gifts, change of address requests and update and add constituent information as needed. Some internet research will be involved to identify additional constituent information.

#### **Qualifications Desired:**

This person has a strong technology background and ideally has some background using databases, Raiser's Edge experience is a bonus.

#### **Training/Support:**

This volunteer will receive extensive training from the Membership and Donor Stewardship Manager on how to use and navigate the SBM Raiser's Edge Donor Database with particular focus on gift entry and how to use the batch function to enter gifts.

#### **Other Important Information:**

This volunteer will be dealing with highly confidential information.

**Membership Fulfillment Assistant:**

**Position Description:**

This volunteer assists the Development Department in working to fulfill membership and ticketing request from other non-profits and community organizations as well as working to reach out to newly located residents with interest in SBM.

**Schedule:**

This is an ongoing position that would be weekly (4-5 hours per week) at minimum with the option for more hours depending on the workload. This person will respond to membership requests, track and respond to donation requests received from other organizations and keep track of donations requested, and complete periodic membership mailings. This volunteer may also assist with fulfilling memberships for the New Neighbor program.

**Qualifications Desired:**

This person is detail-oriented with some experience with Microsoft Excel desired.

**Training/Support:**

This volunteer will receive training and ongoing support from the Membership and Donor Stewardship Manager on how to prepare and track memberships and appropriately respond to requests.

**Strawbery Banke Ambassadors *(Paused for 2020-2021 due to the pandemic)***

**Position Description:** Strawbery Banke will have an information table/booth at a number of community events this season. We are looking for enthusiastic individuals to help us educate the public about Strawbery Banke, promote our special events and to pass out coupons.

**Schedule:**

Volunteers at each of the following events will be assigned shifts based on their availability:

<u>Date:</u>	<u>Event:</u>	<u>Location:</u>
N/A	Artisan Craft Fair	Strawbery Banke Museum
TBD	Market Square Day	Downtown Portsmouth
TBD	Apple Harvest Day	Downtown Dover
TBD	Portsmouth PRIDE	Strawbery Banke Museum

**Qualifications desired:**

We are looking for enthusiastic and outgoing individuals who are passionate about Strawbery Banke and would enjoy interacting with the public.

**Training & Support:**

We will meet with you in advance to provide you with clear direction and everything you need at the booth including a Strawberry Banke FAQ document to help you answer questions (if asked).

**Other important information:**

The meeting location will depend on the event. Additional information such as parking, food and attire will be provided prior to each event.