

Anna Ranch Heritage Center

65-1480 Kawaihae Road, Kamuela, HI 96743

808-885-4426 • www.annaranch.org

VOLUNTEER OPPORTUNITIES

The Anna Ranch Heritage Center seeks motivated and qualified individuals interested in volunteering their skills and talents to a cultural treasure located in the community of Waimea.

This is a fantastic opportunity to work with a professional, cultural, & educational organization that is on the State and National Registry of Historic Places.

Heritage Center Docents

Anna Ranch Heritage Center Docents give guided tours of the Historic Home with the aim of furthering the public's understanding of the cultural and historical collections of the organization. In addition to giving guided tours of the Historic Home, docents may also conduct cataloguing and archiving of collections on site. Prospective docents will undergo a training process, and will be given a training manual that introduces them to the collection and its historical significance. They are also provided with reading lists to add to the basic information provided during training. Docents should enjoy meeting and greeting the public and have good communicative skills.

Administrative Assistant

Volunteers should be proficient in Word, and basic computer programs and ideally familiar with MAC. Applicant should be organized and have strong communication skills, and experience working with the public. Assist in development of our membership and outreach program as well as educational program development. Assist with gift shop sales, answering phones, calendar updates, and other administrative duties.

Grants/Funds Development Assistant

Volunteers should be proficient in Word, Excel, and database programs and ideally familiar with MAC. Some experience in graphic design is desirable. Applicant should be organized, efficient, and capable of managing multiple assignments, have strong communication and writing skills, and experience working with the public. Volunteer will assist in development of a business donor program and seeking grants from foundations.

Facilities/Grounds Coordinator

Volunteers will assist in the oversight of multiple assignments that involve visitor enhancements on the Heritage Center grounds. Volunteer will be assisting/coordinating the installation of our new "Discovery Trail" installation. Duties may include light carpentry, painting, heavy lifting, mixing concrete and building concrete footings. Volunteers should have some basic tool experience and have an interest in landscape maintenance and gardening. Volunteers should be flexible, organized and comfortable in dealing with the public.

Marketing Coordinator

Volunteers should be proficient in Word, Excel, and database programs and ideally familiar with MAC. Some experience in graphic design is desirable. Volunteer should be organized, efficient, and have strong communication and writing skills, and experience working with the public. Volunteer will be working on membership development, advertising campaigns, and sending out regular press releases. The ideal candidate would be an individual that has an interest (or experience) in the local culture & history, or willingness to learn.

Hours/Deadline

Anna Ranch Heritage Center requires a minimum commitment of 8 hours per week. Volunteer positions are unpaid. If volunteers are seeking college credit please contact the Director for more information on internships and work-study opportunities. A limited number of positions are open and will remain open until filled. Interested volunteers should e-mail a resume with brief letter of interest to Kay Kammerzell at director@annaranch.org Or mail to: Anna Ranch Heritage Center, 65-1480 Kawaihae Road, Kamuela, HI 96743

The Anna Ranch Heritage Center is a non-profit 501(c)3 organization