



Sauder Village®

history · hospitality · creativity · fun

Historic Village Sauder Heritage Inn Barn Restaurant Doughbox Bakery Catering & Banquets
22611 St. Rt. 2 . P.O. Box 235 Archbold . OH . 43502 . 800.590.9755, 419.446.2541 . Fax 419.445.5251 . saudervillage.org

Sauder Village Volunteer Application

Please return to Volunteer Coordinator, Sauder Village, P.O. Box 235, Archbold, OH 43502
or return in person to Receptionist Desk at the Sauder Village Welcome Center.

Today's Date

Name: First

Middle

Last

Mailing Address: Street

City

State

Zip Code

E-mail Address:

Phone Number:

Cell Phone Number:

If under 18, please state age:

Parent's Name: (if under 18 yrs)

Education History

Name of School:

Address:

Type of Degree & Major

Graduated:

 Yes
 No In Process

High School

 Yes
 No In Process

College

Previous Employment/Volunteer History (list most recent first)

Employer Name:

City, State:

Immediate Supervisor:

Position:

Dates Employed:

Please list two references (not relatives):

Name:

Title:

Company:

Address:

Telephone:

Relationship to you:

Name:

Title:

Company:

Address:

Telephone:

Relationship to you:

What type of position are you interested in? (check all that apply)

Doughbox Bakery:

Frosting Cookies

Historic Village:

Historic Interpreter

Musician (specify instrument) _____

Housekeeping

Office/Clerical

Collection Dept.

Craftsperson (specify craft) _____

Retail Sales General Store, Gift Shop, Quilt Shop, Candy Store

Food Service Cafe, Soda Fountain

Groundskeeping/ Maintenance

Historic Gardening

Historic Farming

Special Events

What activities do you enjoy the most or have been involved in over the past three years?

On what date would you be available to begin your volunteer service?

Monthly - how many hours do you wish to contribute?

Would you consider volunteering off-site?

Yes No Maybe, please give me details

Hours available?

Days Evenings Nights Other, be specific: _____

Days available?

Sun. Mon. Tues. Thurs. Fri. Sat.

Please tell us a little about yourself. Include things like your hobbies, leisure activities and/or special talents you might have. If you have been to Sauder Village before, tell us why you'd like to volunteer here. If you need more room or have a resume, please attach an additional sheet to this application.

I hereby certify that all the information given is true and complete, and agree that any falsification or misrepresentations given during the hiring process or after employment/volunteering may be grounds for denial of employment/volunteering or immediate discharge if employed. My signature authorizes Sauder Village to conduct background and reference checks, including requesting lawful information concerning me from former employers, and I release these parties from all liability on my part. I understand that my employment/volunteering can be terminated at will by me or the company with or without notice for any reason, with or without cause.

Signature _____

Date _____



Doughbox Bakery

Volunteers work at the Doughbox bakery frosting our delicious cookies or by helping serve our guest.

Historic Interpreter

Historic Interpreters may staff any of our historical buildings. These positions require our volunteers to be in costume and learn the historical material for the specific location.

Musician

Throughout the season volunteers play instruments on the front porch of our historic buildings. During our annual quilt show in Founders Hall, volunteer pianists play the grand piano throughout each day of the show. Instruments are taken into consideration for other events or festivals.

Office Clerical

Throughout the year the Village has large mailings that our Volunteers assist with including labeling postcards, or folding and stuffing letters into the envelope and labeling. These tasks are done in the Welcome Center.

Collections Department

Volunteers can work with our Curator of Collections in a variety of tasks; researching, cleaning, storing and inventory of historic objects. We also utilize volunteers to assist with construction and development of various exhibits. Physical requirements include the ability to lift 25+ lbs., standing, kneeling, bending, and attention to detail. Oral history transcription, research and writing experience a plus.

Crafts

Skilled Craftsmen and women are able to volunteer in several of our craft buildings. During certain events, volunteers demonstrate historic crafts throughout the Sauder Village complex.

Retail

Various retail areas are available for volunteers to work at the Village. Volunteers in the Gift Shop, Candy Store and General Store are there to assist guest and ring up sales. Another opportunity to work retail is our quilt shop, Threads of Tradition.

Food Service

During the season, volunteers are utilized in the Café and Soda Fountain serving food, scooping ice cream and running the cash register.

Grounds/Maintenance

Volunteers assist with tasks that include painting historic buildings, watering our plants, flowers or gardens, and harvesting our gardens.

Historic Gardening

Volunteer gardeners are needed throughout the season to help maintain our beautiful landscape and gardens.

Historic Farming

Working with our historic farming staff, volunteers are used throughout the calendar year caring for livestock, assisting in agriculture operations and providing historical interpretation. This volunteer position requires a costume.

Special Events

Volunteers are needed to assist at various festival events during the season. This includes helping with crafts, activities, guests, other staff and Youth Volunteers. The tasks vary depending on the festival event.