

Historic Ithaca

Volunteer Positions



Historic Ithaca acts to preserve and sustain the legacy of the built environment in Tompkins County and the Finger Lakes region.

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Historic Ithaca works to protect historic and architecturally-significant buildings, sites, landscapes, and communities in Tompkins County. Our architectural heritage is important and contributes to the quality of life, economic vitality, and sustainability of our county and region.

Volunteers are the key to the success of Historic Ithaca's educational programs, advocacy efforts, and special events. By joining Historic Ithaca as a volunteer, you can build new skills, work with a wonderful and diverse group of people, and help HI accomplish its important mission in our community. **Historic Ithaca offers several volunteer positions to fit diverse interests and abilities.**

As our way of saying "thanks!" volunteers receive 25% off all purchases at Significant Elements and other benefits of supporting HI, including discounted admission to events. Discounts are redeemable after 20 hours of volunteer service and are good for one year.

We also invite volunteers to be our guests at events like our Annual Meeting and Holiday Party. Each year in December we hold a potluck lunch for volunteers, job training participants, and staff.

Volunteer Positions

Most volunteer positions require at least 2 regularly-scheduled hours per week. See the Special Events position and committee listings for ways to get involved with a flexible schedule.

Do you have a special skill or area of professional expertise not included in one of the positions below? Contact us and we will do our best to match your skills to a volunteer position.

Retail Associate

Staffs the Significant Elements sales floor

Time commitment: At least one two-hour shift per week. Tu-Sat 9am-5pm

Duties:

- Greet and assist customers
- Take phone calls
- Complete sale transactions
- Organize store displays and keep store areas clean
- Process donations
- Assist with cleaning, pricing and display of new items
- Help customers with large items or arrange for assistance from job training participants

Requirements: The ability to lift 75 lbs is suggested but not required. Interest in construction, architecture, antiques, or interior design a plus, but not required.

On-the-job training provided

Office Manager

Performs data tracking and organization, and maintains stock of supplies and equipment

Time commitment: At least 2 hours per day and at least 2 days per week. Tu-Sat 9am-5pm

Duties:

- Maintain database and paper files of employee and volunteer hours
- Maintain stock of office supplies, develop system for weekly inventory of office supplies, and make purchases as necessary
- Answer telephones
- Organize files
- Assist with mailings
- Post flyers and stock rack cards in downtown locations, farmers market, visitors center, and B&Bs.

Requirements: Computer proficiency required. Ability to drive own vehicle, bike, or walk to purchase office supplies and make bank deposits. Prior office experience a plus.

Newsletter and Marketing Associate

Produces quarterly newsletter and other marketing materials

Time commitment: At least 4 hours per week. Tu-Sat 9am-5pm

Duties:

- Collect information and articles for publication in quarterly newsletter
- Solicit advertisements to offset cost of publication
- Layout copy, photographs, and advertisements; post digital newsletter to HI website; print and mail newsletters to HI supporters
- Write ad copy and press releases for Historic Ithaca and Significant Elements
- Maintain media contacts list
- Design print marketing materials
- Update website content

Requirements: Computer proficiency, including a graphic design program such as photoshop or publisher; good writing skills.

Library associate

Maintains HI's library resources

Time commitment: At least 4 hours per week. Tu-Sat 9am-5pm

Duties:

- Help develop a "wish list" of research materials
- Scan slides, photographs, and other documents
- Assist library patrons with research
- Reshelve materials and maintain organization of materials
- Maintain a digital catalog of HI's collection
- Implement archival practices for storing rare or fragile materials
- Assist HI staff with internal research projects
- Research and maintain resource sheets on a variety of historic preservation topics

There is also the opportunity for a library associate to undertake independent research projects in areas of her/his interest.

Requirements: Organization skills and attention to detail are key. Experience with library or archival work a plus, but not required.

Advocacy Associate

Monitors current development and preservation issues in Tompkins County

Time Commitment: At least 4 hours per week. Public meeting are usually held after 5pm. Non-meeting-related duties may be performed at the HI office or from home outside regular business hours.

Duties:

- Scan daily papers, photocopy and file articles relevant to advocacy issues
- Attend public meetings relating to advocacy issues, for example, Board of Zoning Appeals, Planning and Development, Landmarks Preservation Commission, Common Council, etc.
- Maintain schedule of upcoming meetings for access by HI staff and board
- Report weekly to supervisor on status of ongoing issues
- Attend Preservation Advocacy Committee meetings (generally held the second Thursday or Friday of each month from 12:00pm to 1:00pm) and report to the committee on the status of ongoing projects
- Develop issue pages on HI website providing information and links on ongoing issues

Requirements: A strong interest in historic preservation or issues of community well-being, experience in advocacy or activism, or experience working in the public sector are a plus. Ability to work without direct supervision is a must.

Fundraising Associate

Assists Preservation Services Coordinator with fundraising planning and activities

Time Commitment: At least 4 hours per week. Tu-Sat 9am-5pm

- Assist in maintaining donor database, entering donations, and producing thank-you letters
- Maintain online fundraising presence – website, Facebook, etc.
- Assist in planning and executing donor stewardship activities

- Attend Development Committee meetings (typically held the last Wednesday of each month from 5:00pm to 6:30pm)

Barn Survey Associate

Documents and interprets existing barns and farm buildings throughout Tompkins County

Time commitment: At least 2 hours per week. Duties may be performed outside regular business hours. This position is ideal for a team of two people.

Duties:

- Continue windshield inventory of barns and farm buildings in Tompkins County
- Add inventory data to existing database
- Maintain record of areas that have been surveyed
- Report findings to Preservation Services Coordinator

Requirements: Must have access to vehicle. We are unable to pay for mileage.

Barn Survey Volunteers will receive on-the-job training in how to perform survey work

Neighborhood Tours Leader

Develops and leads “happy hour” walking tours of neighborhoods in Tompkins County

Time Commitment: At least 2 hours per week. Tu-Sat 9am-5pm, with tours taking place after 5pm or on weekends.

Duties:

- Research, develop, and lead walking tours of neighborhoods in Tompkins County.
- Coordinate with local watering holes, cafes, or eateries at which to conclude tours.
- Arrange for food and drink specials for tour participants.
- Work with Preservation Services Coordinator to schedule and market tours.

Requirements: Interest in local history and architecture. Good research and oral communication skills.

Conservation Lab Associate

Assists Preservation Services Coordinator in carrying out hands-on educational programming

Time commitment: at least 2 hours per week. Tu-Sat 9am-5pm. Workshops often take place after 5pm on weekdays.

Duties:

- Identify and contact potential course instructors
- Schedule workshops well in advance and create a seasonal brochure of offerings
- Create ad copy and marketing materials
- Manage registration
- Work with Preservation Services Coordinator to register courses for AIA CE credits and follow through on AIA reporting procedures
- Collect feedback from participants

Requirements: Good organizational skills and enthusiasm for the preservation trades.

The Conservation Lab Associate will receive on-the-job training in setting up online registration and registering courses for AIA credit.

eBay Store Manager

Manages all aspects of eBay sales of Significant Elements merchandise

Time Commitment: At least 2 hours per week on site, Tu-Sat 9am-5pm. Additional duties may be performed from home outside of regular business hours.

Duties:

- List items for sale on eBay, monitor auctions, complete sales, and ship purchased items
- Work with the Significant Elements store manager to develop eBay policies

Special Events

Time Commitment: Variable

Duties: Assist with planning and/or production of special events.

Several times a year, Historic Ithaca holds special events like our Annual Meeting and Preservation Awards, That Old House Tour, Halloween Graveyard Tour, Fall Fundraiser, and Holiday Party. These events depend on volunteer help for their success. While it is not necessary for volunteers to be available for special events, we ask our volunteers to assist with these special occasions if they are able.

If you would like to be involved as a volunteer but are unable to commit to a weekly schedule, let us know that you'd like to be contacted for help with special events!

Committee Membership

Time Commitment: One monthly meeting plus additional communication and work between meetings.

We welcome volunteer service on any of the following standing committees.

Finance

Preservation Advocacy

Development

Communications