



**ROCK COUNTY
HISTORICAL SOCIETY**

WHERE PAST MEETS PRESENT

426 N Jackson Street
Janesville, WI 53548
608-756-4509

www.rchs.us

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Welcome to the Rock County Historical Society (RCHS) Volunteer Program! Below is a description of the **Historical Interpreter** volunteer position.

- Position:** Historical Interpreter
- Tasks:** Leads groups of visitors through the historic Lincoln-Tallman House (LTH), and provides educational information in an engaging format. Other duties as assigned. (Projects, light cleaning, etc.).
- Supervisor:** Operations Manager / Keighton Klos
- Qualifications:** Interpreters must be willing to be trained on all tours offered at the LTH, have a professional demeanor, and possess the ability to work independently. The ability to think critically, problem solve, and manage time effectively are beneficial. Previous customer service, public speaking, and cash handling experience are preferred, with training available as necessary.
- Age Requirement:** Minimum 16 years old, with parental permission
- Schedule:** A range of shift options between the hours of 9:30am to 4:30pm are available, seven days a week, depending on the time of year. Being able to volunteer some weekends and evenings is helpful; schedule will be done on a monthly basis
- Minimum Commitment:** Three shifts per calendar month, including weekends is preferred
- Training:** General orientation, interpreter training and three tour shadowing shifts
- Benefits:** Volunteers in good standing are invited to the Annual Recognition Dinner, in addition to other planned recognition events. Interpreters are allowed into

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areas of the house that are off limits to the general public

All of our volunteers receive a general training as well as an area-specific training where they receive a Volunteer Handbook that contains all RCHS policies and procedures. All volunteers must pass a background check.

If you have any questions about the above description or the Volunteer Program, please contact Kathy Boguszewski, Volunteer and Internship Program Manager (virecruiter@rchs.us | 608-756-4509 x313).

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