Volunteer Opportunities at The Bellamy Mansion Museum

1. **Docents**: All docents receive training materials to guide visitors through the Mansion in addition to a one-on-one approach by the docent trainer. Docents choose a morning or afternoon shift convenient to their schedule, and they volunteer on a weekly basis usually although some prefer a less frequent commitment.

2. **Host and Hostesses**: This position is a “Meet and Greet” position to welcome visitors to the Mansion. Responsibilities also include handling admissions and gift shop sales, showing our orientation film, and assisting staff with incoming telephone calls. Like the docent position, any commitment is flexible.

3. **Gardeners**: Our beautiful gardens are tended to on an every other week basis Wednesday mornings beginning at approximately 8:30 a.m. If the weather is unusually hot or cold they will cancel for that day. You do not need a “green thumb” to join.

4. **Special Event Volunteers**: Throughout the year, the Bellamy Mansion hosts numerous events. Some are fund raisers, others are children’s events, those with a focus on the community, and social and educational events. Recently we have hosted approximately 50 events per year and none of those could have happened without volunteers.

5. **Volunteers with Special Skills**: People with special skills are always welcome at the Mansion; such as carpentry, painting, computer skills, foreign language skills and general office assistance.

To volunteer in any area, please pick up a Volunteer Registration Form from Brooks Murphrey, Administrative Assistant, or you can view and print the form from our website: [www.bellamymansion.org](http://www.bellamymansion.org); click on Volunteer and print out the form. The form can be mailed or returned in person. Completing a form does not commit you, but you will hear from us.

Bellamy Mansion  
503 Market Street  
Wilmington, NC 28401  
(910) 251-3700
Bellamy Mansion Museum Volunteer Registration Form

The information on this form will help us learn a little about you and find the most satisfying and appropriate volunteer position for you.

Name: ___________________________ Date: _____________
(First) (Middle) (Last)

Home Address: ____________________________________________
(Street) (City, State) (Zip)

Telephone: _______________ Email: _________________________

Birthday: _________________ (month/day)

In case of Emergency Contact: __________________________
(Name) (Relationship)

__________________________________________
(Address) (Phone) (Email)

Work Experience: _______________________________________

_____________________________________________________

_____________________________________________________

Are you presently employed? Yes_______ No_______

If yes, hours per week available: _______________

List any special skills, training, interests, hobbies or talents:
_____________________________________________________

Volunteer Experience/Community Affiliations:
_____________________________________________________

_____________________________________________________

_____________________________________________________

Education: ____________________________________________
Volunteer Registration Form (cont.)

What type of volunteer work are you interested in doing?

_________ Tour guide  
Tour guides work in 4 hour shifts, weekly or every other week
The Mansion is open Tuesday-Saturday 10am-5pm
Sunday 1-5 pm

_________ Host/Hostess  
Hosts and Hostesses greet the public and run the cash register. They work from 10am-1pm or 1pm-5pm weekly or every other week.

_________ Gardeners  
Our team of gardeners works approximately 9:00-11:00 am every other Wednesday.

_________ Other  

Availability (please list hours):

Sunday___________________________  Thursday___________________________
CLOSED Mondays  
Friday___________________________

Saturday___________________________

Tuesday___________________________

Wednesday___________________________

I can work: weekly_______ every other week_______

Preferred Schedule: ________________________________

Any further comments or information:

__________________________________________________________________________

__________________________________________________________________________

How did you hear about us?__________________________________________________