



2019 Cottage Tour Volunteer Descriptions

Home Docent Volunteer (1-2 per house per shift):

- • Volunteers will be assigned to a 2 hour and 45-minute shift and can choose either the A.M. (11:45 – 2:30) or P.M. (2:15 – 5:00) shift. • If you have a preference of who you would like to volunteer with, we are happy to accommodate. Please let us know ahead of time that you would like to volunteer with a specific person, so we will be able to accommodate your request.
- Docents are responsible for arriving on time for their shift, so they can meet with the homeowner/volunteer and learn any extra information about the home that was not given prior.
- Depending on the size of the home, one docent will stand at the door greeting tour-goers and making sure they have their map. Their map is their ticket inside the home and will not be allowed inside without it. The other docent will stand in another area of the home (generally on the second floor if it's a two-story house).
- A packet of information will be given to the volunteer prior to the tour with history of the home, architectural features, etc.
- Volunteers get to tour the homes for free. A map can be picked up at the check-in booth at the Cannon Beach History Center & Museum (1387 South Spruce Street) as early as 12:00 p.m. on Saturday, September 14 for P.M. shift or they can get it from the house they are assigned to for the A.M. shift. Construction booties will be provided for all tour-goers and must be used at each home.

Check-in Volunteer (at least 2 per shift):

- Volunteers will be assigned to a 2-hour shift and can choose either the A.M. (11:45 – 1:45) or P.M. (1:00 – 3:00) P.M. shift. There will be a booth set up at the Museum (1387 South Spruce Street) for check-in.
- Volunteers will help sell home tour tickets and hand out maps to those who have already purchased tickets. Their map is their ticket inside each home. Construction booties will also be provided to those that are touring and must be used at each home.
- An information sheet will be provided to the volunteer prior to the tour.
- Volunteers get to tour the homes for free. A map can be picked up at the booth at the Cannon Beach History Center & Museum.

Office Volunteer (at least 2 per shift):

- Volunteers will be assigned to a 2-hour shift and can choose either the A.M. (11:45 – 1:45) or P.M. (1:00 – 3:00) P.M. shift.
- Volunteers will assist in greeting visitors at the Museum and assisting in gift shop sales.
- Volunteers will also assist in Cottage Tour ticket sales, if necessary.

Post-Tour Reception Set-Up and Clean-Up (at least 2 per shift):

- Volunteers will be assigned to a 2-hour shift and can choose to assist from (4:30 p.m. – 6:00 p.m.) or (7:30 p.m. – 9:00 p.m.)
- The Post-Tour Reception will be held at the Cannon Beach History Center & Museum (1387 South Spruce Street.)
- The first shift volunteers will be asked to assist with set-up of tables, chairs, and food table.
- The second shift volunteers will be asked to assist with clean-up of tables, chairs, and food table, and rearranging tables and chairs for next event.
- *Volunteers get to tour the homes for free. A map can be picked up at the check-in booth at the Cannon Beach History Center & Museum as early as 12:00 p.m. on Saturday, September 14.*