

Volunteer Opportunity Description

Cleveland Museum of NATURAL HISTORY



Volunteer Opportunity Description

Volunteer Opportunity:	Volunteer Opportunity	Department:	Physical Anthropology
Supervisor:	Christine Bailey, MA Physical Anthropology Collections Manager	Number of volunteer Hours per week/month, days needed	T/R 4 to 8 hours per week
Prepared By:	Christine Bailey	Prepared Date:	8/16/2021
Approved By:	Approved By	Approved Date:	Date

Summary:

Volunteers will assist the collections manager with day-to-day tasks associated with the Hamann-Todd Human and Non-human skeletal collections. These tasks may include identifying bones, re-associating skeletal remains, data collection, proofing/adding to databases, digitizing archival and physical materials, and organizing lab/collection space.

Responsibilities:

- Respectfully handle human and non-human skeletal materials
- Climb ladders to retrieve skeletal remains/container with skeletal remains
- Work within Excel, Word, Photoshop
- Transcribe hand written notes digitally
- Identify bones

Requirements:

- Attention to detail
- Good organizational skills
- Good written/oral communication
- Legible handwriting (especially for labeling bones)
- Able-bodied (can climb ladders and lift up to 30lbs)
- Demonstrate respect for and maintain confidentiality of individuals in the collection
- Demonstrate respect for other lab members
- Hold a degree or working towards a degree in:
 - Biological Anthropology
 - Bio-Archaeology
 - Pre-Med/Dentistry
 - Collections Management
 - Bio-Medical Illustration

Volunteer Opportunity Behavior Factors:

- **Communication:**
Able to engage in clear, concise and effective communication to varied audiences; able to empathize with others' needs and respond sensitively; able to use good judgment when responding to objections successfully. Will communicate immediately with supervisor any issues that arise while volunteering.
- **Initiative:**
Able to adapt old methods for new uses, or seek continuous improvement in procedures. Able to conceive more effective/efficient ways of completing tasks.
- **Professionalism:**
Able to remain calm and professional through stressful or ambiguous circumstances; able to objectively and calmly interpret information and solve problems. Able to build professionalism associated with working in a laboratory setting.
- **Teamwork:**
Able to show team spirit and treat team members with cooperation and respect; able to share useful information with team members; able to support and comply with decisions.

Physical Volunteering Conditions:

- May require sitting, walking, standing, or climbing ladders for extended periods of time
- Will require manually moving compactor shelving
- May require lifting objects that weigh up to 30lbs