

WHITESBOG VOLUNTEER & COMMITTEE DESCRIPTIONS

The Volunteer Program at Whitesbog plays a vital role in fulfilling The Trust's mission. As a volunteer staffed nonprofit, The Trust strives to re-create and preserve the past for visitors, while protecting the Pinelands and the sustainable agricultural resources in use today.

The Village manages over 200 volunteers annually, contributing thousands of service hours. Our volunteers fill many roles including greeters, guides and museum docents, living history performers, office assistants, trail blazers, blueberry field hands, garden assistants, naturalists, native plant guides and many more. Work schedules can be arranged weekdays and on weekends and arrangements can be made to accommodate an individual's availability.

Whitesbog hosts a Volunteer Workday from 10 am - 3 pm the first Saturday of each month. Volunteers are given their choice of projects, tools and lunch is provided. All ages welcome.

Cottage 12 Field Office volunteers work closely with the public by answering questions and providing directions, both in person and by telephone. The Office is located in Worker's Cottage #12 next to the General Store. Information is acquired by the volunteer through training, publications available at hand as well as through life experience. This job requires professionalism and communication skills developed by the volunteer. Volunteers are expected to work side by side with staff and other volunteers to fulfill the mission of the Whitesbog Preservation Trust.

General Store Shopkeepers work on weekends from 9:30 - 4:30. Aside from greeting the public and selling products, the shopkeeper restocks the shelves, monitors inventory, cleans the public restrooms if needed, keeps the store clean, answers customer questions about the village. Previous cash handling experience is preferred. Village interpretation and store training provided.

Festival & Event volunteers are needed for the Blueberry Festival the last weekend of June and for other large events throughout the year. Activities include manning tables (tours, baked goods, ice cream stand, pie eating contest, blueberry picking), tour guides, traffic control and parking, wagon ride attendants, festival preparation (crafters, artists, food vendors, sign preparation, publicity and distribution of promotional materials), storekeepers for inside and outside sales.

Village Tour Guides work closely with the public. They share the many stories of village leaders, workers and residents including Joseph J. White and Elizabeth Coleman White. Information is acquired by the volunteer through training and publications available at hand. This job requires professionalism, and interpretive and communication skills developed by the volunteer.

Living History volunteers help the Village come alive by portraying the village residents, farm workers and noted Whitesbog personalities at Festivals and on Special Living History Days. Costumes, training and props provided.

Administrative volunteers will assist in the direct, hands-on management of various Administrative tasks at Whitesbog. Administration volunteers will assist with filing, typing, arranging binders, logging documents, mini projects in preparation for upcoming events such as training, answering phones, preparing outgoing mail, etc. and assisting other volunteers as needed. Online work can be done to add event listings and enter data for visitors and volunteers.

Archives volunteers work closely with the Archives Manager to describe and catalogue acquisitions. Duties may include typing, scanning, photography, filing, recording gifts and various curatorial activities depending upon ability and expertise.

Museum volunteers assist staff at Suningive, the Cranberry Sub-station, the Interpretive Cottage and the Cranberry & Blueberry Museum. Functions could entail museum housekeeping, inventorying, photographing artifacts, cataloging objects, and creating temporary exhibits. Projects may be designed for short term or long term assistance.

Garden Volunteers will assist with maintaining the gardens and grounds of Elizabeth White's home, Suningive. Volunteers should have a good working knowledge of plants and gardening procedures and may use a variety of hand and power tools associated with gardening work, such as hedge trimmers, pruning shears, loppers, sprayers, lawn mowers and weed whackers. Garden guides work closely with the Landscape Committee to identify rare and native plants, help to maintain signage, update plant lists and conduct garden tours.

Trail Volunteers

Enjoy the outdoors and become physically fit while helping to improve the trails at Historic Whitesbog Village. The park consists of 3,000 miles of hiking trails, from easy to moderate terrain. Trail Project Crews including Eagle Scouts and other groups help to build bridges, boardwalks and install signs. Trail Blazers can start an Adopt-A-Trail Program to clear brush and limbs along trails as well as pick-up trash and debris along trails and tour roads.

Committees:

Archives Committee:

Oversees and manages Whitesbog's archives and reference library. **Chair:** Albertine Senske – Meets monthly

Building Restoration & Repair Committee:

Oversees all subleases in the village, coordinates permits and approvals with officials/authorities, prepares plans and administers all building stabilization and historic restoration efforts. **Chair:** John Joyce – Meets every 2 months

Education and Interpretation Committee:

Develops educational programs and materials to enhance awareness and appreciation of the historic, cultural and natural environment of Whitesbog and the surrounding New Jersey Pinelands. Provides support to all Interpretive Planning efforts. Oversees historic building/site interpretation and associated project/program development at sites throughout the village. **Chair:** Allison Pierson

Sub-Committee Chairpersons: *Provide leadership in their area of expertise -*

Suningive: Stephanie Schrader

Living History: Terri Chiddenton

Interpretative Cottage: Deb Hartshorn

Village Tours/Walks: Sharon Goodman

Cranberry Sub-station: Rick Prickett

Cran & Blue Museum: Ted Gordon

Oral History: Ed Mattson, Beth Sawickie, Sharon Goodman

Finance Committee:

Oversees all finances of the Trust including the receipt and expenditures of funds and the development and maintenance of the annual budget. Spearheads all Trustee fundraising initiatives. Develops and implements comprehensive fundraising plan to sustain the Trust's

operations and activities, including but not limited to all aspects of project/program research, grant proposal development, donor identification and corporate sponsor investigation. **Chair:** – Meets quarterly

General Store Committee:

Manages and oversees all aspects of the Whitesbog General Store, including product selection, merchandising, staffing, storekeeper policies/procedures, and associated activities that generate retail revenue for the Trust. **Chair:** MariAnne Torres

Cultural Landscape Committee:

Develops work plans, oversees and implements overall natural and cultural landscape maintenance and management of Suningive's grounds and Elizabeth White's Native Garden. **Chair:** Mark Szutarski – Meets monthly

Marketing and Public Relations Committee:

Actively markets and publicizes the Trust and village, develops public relation and publicity opportunities using a variety of mediums/techniques, Including: Newsletters, e-mail announcements, blog postings and outreach events. **Chair:**

Sub-Committee Chairpersons: *Provide leadership in their area of expertise -*

Newsletters: Mark Ehlenfeldt; **Blog sites:** Richard Prickett **Website:** Ed Mattson and Beth Sawickie **Social Media:** Caroline Weigle **Outreach:** Allison Pierson

Membership and Nominating Committee:

Recruits new general members and board members, maintains communication with members, and recommends nomination of trustees/officers. **Co-Chairs:** Lise Mainor and Roni Detrick

Personnel Committee:

Establishes employee personnel policies, provides annual performance reviews of staff, develops job descriptions, and assesses need for new/modified personnel structure and/or job positions. **Chair:** Lise Mainor

Events Committee:

Establishes annual calendar of events, develops new events/programs in cooperation with committee chairs, members and volunteers, oversees Blueberry Festival planning and execution. **Chair:** Kenny Willitts

