

# OLD FRIENDS VOLUNTEER OPPORTUNITIES

## Office Volunteer

What is an Office Volunteer? The Visitors Center at Old Friends is also our office and gift shop, and it's a busy place. Visitors to the farm check-in at the Visitors Center for tours, dignitaries and media representatives are greeted at the Visitors Center. Additionally, all the administrative and clerical tasks associated with Old Friends are accomplished by the staff and Volunteers at the Visitors Center. Office Volunteers assist in typical clerical and administrative duties, operate the cash register, and greet guests. If you have office skills, there's a place for you at Old Friends as a valued Volunteer.

**Work Location** 1841 Paynes Depot Road, Georgetown, Kentucky

**Duties of Position** Office Volunteers work in the Visitors assisting with typical office duties and greeting visitors.

**Scheduling Guidelines** Volunteers decide how much time they can commit to working at Old Friends and what days they are available. Scheduling is flexible.

**Volunteer Responsibilities** *Office Volunteers may be assigned one or several of the following tasks, depending on their skills, aptitudes, and interests.*

Greet visitors who come for a farm tour and ensure that everyone is "checked in" and has paid admission before departing on the tour.

Assist in the gift shop and operate cash register/credit card terminal, as well as packaging purchased items for shipping by mail.

Answer phone and respond to general questions about the Old Friends mission and tour schedule, as well as making tour reservations.

Typing, filing, maintaining spreadsheets, and general office tasks

Assemble and package horse treats to be given to horses during the tours.

**Qualifications/ Requirements** Volunteers must be at least 18 years of age and must present a professional attitude and neat appearance.

Experience with computers and computer software, such as Word, Excel, PowerPoint, etc., is helpful, but not required.

**Orientation and/or Training** Volunteers will work closely with the Office Manager and other Volunteers to receive on-the-job training.

**Physical and  
Mental Demand**

Demands are very limited. Work is performed inside in a heated and air conditioned environment.

Volunteers should be able to work to work effectively as a team member.

## **Volunteer Tour Guide**

What is a Volunteer Tour Guide?? If you love horses and have an outgoing personality, YOU could be one of our volunteer Tour Guides, and we'd love to have you. Every horse at Old Friends has a story to tell – their accomplishments on the race track, the accomplishments of their sons and daughters, and even the occasional role in a major movie or their unique relationships with national celebrities. We provide all the facts and on-the-job training, and you'll fall in love with our horses as you learn their personal stories. Then you'll have an opportunity to introduce them to our visitors and tell their stories during scheduled tours of the farm.

**Work Location** 1841 Paynes Depot Road, Georgetown, Kentucky

**Duties of Position** Conduct farm tours and interact with visitors to relate personal history of the horses on the tour, and educate the public on the mission of Old Friends.

**Scheduling Guidelines** Tours are offered daily at 10:00 a.m., 1:00 p.m., and 3:00 p.m. every day of the year except Derby Day and some holidays, and generally last about 1 hour. Volunteers decide how much time they can commit to being a tour guide and what days and times they are available. Scheduling is flexible.

**Volunteer Responsibilities** Conduct walking tours of the farm and introduce visitors to the horses and give a short narrative on the history of each horse on the tour.

Enforce general rules of conduct (no smoking, no running or climbing on fences, no littering, no unsupervised children, no pets, and no teasing or harassment of horses, cats, or other animals).

Educate visitors on the mission of Old Friends and the ongoing need for financial support of the mission, as well as ways to help and/or donate.

**Physical and  
Mental Demands**

Tour guides are required to stand for extended periods of time and must walk on uneven terrain. Work is performed outdoors in all types of weather conditions, including extreme heat, rain, and snow. Tours are suspended during any inclement weather that creates a physical hazard to the tour guide or visitors.

Volunteers must be comfortable with public speaking in front of groups ranging in size from 2 – 40 individuals, and must be able to memorize statistics and personal histories of the horses at Old Friends.

**Qualifications/  
Requirements**

Volunteers must be at least 18 years of age. Volunteers must demonstrate an ability to communicate effectively with the public and must speak fluent English.

Volunteers must present a professional attitude and neat appearance.

**Orientation and/or  
Training**

Volunteers are provided with a biographical sketch of each horse and a paddock map showing where each horse is housed. Volunteers will accompany an experienced tour guide on no less than 6 tours before being expected to conduct solo tours. An experienced tour guide may accompany new volunteers during their initial solo tours to provide back-up where needed until the new volunteer is comfortable with the tour information and working with visitor groups.

## **Equine Care Volunteer**

What are Equine Care Volunteers? These are the Volunteers that work directly with the horses at Old Friends. They help give the horses their supplements, act as an extra pair of experienced hands for the vets and/or farriers, feed, groom, and generally act as an extra set of eyes to make sure all the horses are doing well.

**Work Location** 1841 Paynes Depot Road, Georgetown, Kentucky

**Duties of Position** Works under the direction and supervision of the Farm Manager during specified dates and time periods to provide routine care to the horses housed at Old Friends. Volunteers may work alone, with farm staff, or other Volunteers depending on the task at hand and the Volunteer's level of experience with thoroughbred horses.

**Scheduling  
Guidelines** Volunteers decide how much time they can commit to working at Old Friends. While scheduling is flexible to the greatest extent possible, the Farm Manager must be on-site at Old Friends and available for consultation when Equine Care Volunteers are scheduled to work. For that reason, scheduling will be established on a case-by-case basis.

**Volunteer  
Responsibilities** May be scheduled to "bring in" horses for routine farrier or vet care, to control the horse with a halter and lead shank while the farrier or vet performs his/her work, and to "turn out" the horse in its assigned paddock when that work is finished. In certain situations, a veterinarian may have an assistant with him/her during farm calls, and that assistant will most likely be tasked with control of the horse during a procedure.

May be scheduled to assist in giving horses medicinal supplements, as prescribed. Volunteers may work alone, or with the assistance of farm staff or other Volunteers. May be scheduled to do morning or evening feedings, including grain and/or hay.

May be scheduled to groom specific horses to remove mud, dust, and debris from coats, manes, and tails; to pick out feet; and to comb manes and tails.

May be scheduled to perform routine barn tasks on an as- needed basis.

Immediately report any observed injuries or indications of illness or poor health to the Farm Manager.

**Qualifications/  
Requirements**

Volunteers must be at least 18 years of age and must present a professional attitude and neat appearance.

Before a Volunteer can be considered for placement as an Equine Care Volunteer, an applicant must have at least 60 hours of volunteer service at Old Friends as a Volunteer Tour Guide or Facilities and Maintenance Volunteer. This is a mandatory requirement and is intended to give the Farm Manager appropriate time to assess the applicant's level of experience with horses. This is a mandatory requirement for the safety of the

Volunteer and our horses. Final approval to become an Equine Care volunteer is contingent upon the applicant being approved by the farm manager.

**Orientation and/or  
Training**

Specific tasks will be scheduled in accordance with the applicant's level of perceived experience. Approved Volunteers will work under the direction of the Farm Manager, and will be provided hands-on training and/or direction for any scheduled tasks. Volunteers will initially work under the watchful eye of an experienced Volunteer or farm staff on scheduled tasks until they can safely perform the assigned task. Additional or more complex tasks may be assigned as the Volunteer gains more experience.

**Physical and  
Mental Demands**

Majority of work is performed outdoors in all types of weather conditions, including extreme heat, rain, ice, mud, and snow.

Work may include some heavy lifting.

There are inherent risks of injury involved with any hands-on work with horses. Under Kentucky law, Old Friends does not have a duty, nor is it possible, to eliminate those risks. Volunteers accept the reality of those risks and accept responsibility for those risks by participating in the Old Friends Volunteer program.

## **Gardening Volunteer**

What is a Gardening Volunteer? There are areas on our farm that we would love to transform into colorful flower gardens that would attract visitors, birds, and butterflies, so if you love planting and caring for wildflowers, annuals, and perennial flowers, we'd love to have you on our team of volunteers.

**Work Location** 1841 Paynes Depot Road, Georgetown, Kentucky

**Duties of Position** Works independently or with other Volunteers to establish and maintain attractive flower gardens at various locations close to the Old Friends Visitors Center, barns, and gazebo.

**Scheduling  
Guidelines** Volunteers decide how much time they can commit to working at Old Friends and what days they are available. Scheduling is flexible and Gardening Volunteers are encouraged to avoid extremely hot and humid days, or to schedule their time during the early hours of the day when temperatures are cooler.

**Volunteer  
Responsibilities** Assist in planting flowers and vegetation (growing plants, seeds, bulbs, etc.), and caring for the plants on a continuing basis (fertilizer, watering, weeding, dead bloom removal, mulching, etc.).

Identify, to the extent possible, non-native, invasive, toxic, or harmful plants and weeds and safely remove them as they appear.

**Qualifications/  
Requirements**

Volunteers must be at least 18 years of age and must present a professional attitude and neat appearance.

Volunteers should be able to work both independently and with a team of other volunteers.

**Orientation and/or Training**

The Office Manager or other administrative/volunteer staff will work closely with volunteers to identify areas appropriate for the establishment of flower gardens.

Volunteers may work under the direction of a lead volunteer who is familiar with existing plantings so as not to disturb established bulbs or perennials.

**Physical and Mental Demands**

Work is performed outside, typically in the spring, summer, and fall. Soil may vary from wet to dry and hard packed. Temperatures may vary from cool to hot and humid.

Bending, kneeling, and stooping are required in order to accomplish gardening tasks.

## **Facilities and Maintenance Volunteer**

What is a Facilities and Maintenance Volunteer? Any farm has a multitude of structures that suffer from the weather and day-to-day use, and they need some tender loving care to keep them safe and functional. There are also tractors and utility vehicles on the farm that require regular maintenance to keep them running. If you have any skills in construction, maintenance, plumbing, or mechanics, there's a place for you at Old Friends as a valued Volunteer.

**Work Location**

1841 Paynes Depot Road, Georgetown, Kentucky

**Duties of Position**

Work closely with the Old Friends Farm Manager to identify facilities and/or structures that need repair and take appropriate actions to complete those repairs. Volunteers may work alone or as part of a team with other Volunteers and/or Old Friends staff, and will not be asked to work in any field that they have no experience in, or are uncomfortable with.

**Scheduling Guidelines**

Volunteers decide how much time they can commit to working at Old Friends and what days they are available. Scheduling is flexible.

**Volunteer Responsibilities**

Perform or assist in routine inspections of structures and facilities such as barns, fences, run-in sheds, automatic waterers, tractors, utility vehicles, etc., to identify needs for repair, maintenance, or service.

Report such needs to the Farm Manager and work closely with him/her to establish a plan and schedule to complete the work.

Perform or assist in repairs, maintenance or service in accordance with the approved plan and schedule.

May be asked to travel locally to secure supplies and/or materials.

**Qualifications/  
Requirements**

Volunteers must be at least 18 years of age and must possess a valid drivers license.

Volunteers must present a professional attitude and neat appearance.

**Orientation and/or  
Training**

Volunteers will work closely with the Farm Manager during an initial training period to become familiar with the horses at Old Friends and proper procedures required to insure the safety of both the Volunteer and the horses.

**Physical and  
Mental Demand**

Work is performed outside in all types of weather, including extreme heat or cold.

Work includes use of hand and power tools, and may require some heavy lifting. Volunteers must be able to work alone and must also be able to work effectively as a team member.

## **Special Events Volunteer**

What are Special Events Volunteers? As a 501(c) (3) non-profit organization, Old Friends is dependent on monetary donations and money raised at periodic fund raising events. Those events require detailed planning, coordination, and publicity in order to be successful. If you have an outgoing personality, an eye for detail, and organizational skills, you may enjoy working with our Old Friends' team in helping to plan those events and/or working at some of the events.

**Work Location**

1841 Paynes Depot Road, Georgetown, Kentucky and at various locations locally and regionally where events are held.

**Duties of Position**

Work closely with the Office Manager and other Volunteers to help plan and execute a variety of fund raising events, such as formal and informal parties, picnics, live and silent auctions, as well as meet and greet opportunities with autograph signings.

**Scheduling  
Guidelines**

Volunteers decide how much time they can commit to working at Old Friends and what days they are available. Scheduling is flexible.

**Volunteer  
Responsibilities**

Assist in the reservation of appropriate venues for fund raising events that are held at sites other than the Old Friends farm. May assist with setting up for functions at the venue (both off-site and on-site at the Old Friends Farm), as well as tearing down after the event. May be asked to help with the transportation of materials/supplies for events held off-site.

May participate at functions to serve as a host/hostess, assist with live and silent auctions, publicize the Old Friends Mission, etc., at events both off-site and at the Old Friends farm.

May assist to coordinate food and beverage services, as well as entertainment for events.

May assist in securing auction items for both live and silent auctions.

May assist in writing and disseminating publicity of a planned event via the Old Friends web page and newsletter, brochures, and local and regional media (radio, television, newspapers, etc.).

**Qualifications/  
Requirements**

Volunteers must be at least 18 years of age and must present a professional attitude and neat appearance.

**Orientation and/or  
Training**

New volunteers will work closely with the Office Manager and experienced Volunteers in order to become familiar with the annual fund raising events held for Old Friends, and will receive detailed instructions on the various aspects of each event. New Volunteers will learn the fund raising process from “the ground up” and may assume more responsibility as they progress through the learning process and become familiar with the process.

**Physical and  
Mental Demands**

Majority of the work involved is performed indoors, however, some events are held outside during warm weather and could involve some walking on uneven ground.

Coordination with venue owners may be done over the phone or in person, and is best suited to confident, detail oriented people with outgoing personalities.

Volunteers should be comfortable with the use of phones, answering machines, and basic office equipment, including computers and standard office software (Word, Excel, etc).