



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.

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.

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.).