

## Historic Site Docents

### *Sanchez Adobe*

1000 Linda Mar Boulevard  
Pacifica, CA 94044

Between 1842 and 1846, Francisco Sanchez built an adobe house on his Rancho San Pedro. During a visit to his home, students experience what life was like on a *Californio rancho*. They grind corn, rope a “cow,” make adobe bricks, dip candles, and tour the Sanchez house.



Docents at the Sanchez Adobe assist with the school program for fourth grade students. They help the site manager prepare the activity stations prior to the students arrival. During the program, docents work with parent chaperones at the activity stations and lead a house tour.

#### **Shifts Available:**

*Tuesday-Thursday from 10 am to 1:30 pm*

On Saturdays, docents operate the Sanchez Adobe. They open the building, interpret the site for visitors, and make sales in the small museum store.

#### **Shifts Available:**

*Saturdays and Sundays from 1 pm to 5 pm*

*Both weekday and weekend docents asked to commit to at least one shift per month.*

### *Woodside Store*

3300 Tripp Road  
Woodside, CA 94062

Built in 1854, the Woodside Store operated as a county store, post office, and community center. Students explore life in the 1880s during the school program. They launder clothes with a washboard and wringer, saw wood, make wooden shingles, and act as the storekeeper.

Docents at the Woodside Store assist with the school program for fourth grade students. They help the site manager prepare the activity stations prior to the students arrival. During the program, docents work with parent chaperones at the activity stations.

#### **Shifts Available:**

*Tuesday, Thursday, & Friday  
from 10 am to 1:30 pm*

On Sundays, docents operate the Woodside Store. They open the building, interpret the site for visitors, and make sales in the small museum store.

#### **Shifts Available:**

*Sundays from 12 pm to 4 pm*

*Both weekday and Sunday docents asked to commit to at least one shift per month.*



## Docents

### *San Mateo County History Museum*

2200 Broadway  
Redwood City, CA 94063

Located in the 1910 county courthouse, the museum depicts the history of the Peninsula from the original Native American inhabitants to the explorers and immigrants who followed.



Docents lead tours of the exhibits, usually for students in the third through fifth grade. The main tour in *Nature's Bounty*, the permanent exhibit, explores the way natural resources have been used to support daily life and help build San Francisco. Docents introduce students to the museum, oversee an exploration of the exhibit, and teach hands-on Ohlone activities.

#### **Shifts Available:**

*Tuesday-Friday from 9:30 am to 12:30 pm  
Tuesday-Friday from 12 pm to 3 pm*

Docents at the History Museum also lead general tours of the museum for both children and adults.

#### **Shifts Available:**

*Varying dates and times upon tour request  
1 1/2 hour shifts*

*Docents asked to commit to at least one shift per month.*

Training is provided for all new docents. They learn the tours from experienced docents. Lectures to enrich a docent's knowledge of local history provided.

## VOLUNTEER

for the  
**San Mateo County  
Historical Association**



Building a Wooden Sidewalk in Redwood City

## HELP CREATE A PATH TO THE PAST!

### **Share your Skills**

- \* Lead Tours
- \* Assist with Special Events
- \* Care for Collections
- \* Work on Exhibits
- \* Give Administrative Assistance
- \* Sell Books

### **Training Provided**

2200 Broadway  
Redwood City, CA 94063  
(650) 299-0104

## Annual Events

From planning decorations and setting-up booths to serving food and demonstrating historic activities, volunteers make our special events successful. Consider volunteering for one of our annual events.



Teaching hoops at Victorian Days

### Shifts Available:

*Prior, During, and After the Events*

*Old Woodside Store Day (Woodside)  
First Sunday in May*

*Victorian Days (Redwood City)  
Fall*

*Rancho Day (Pacifica)  
Third Saturday in September*

*Special Fundraisers  
Varying Dates*

## Public Programs

From the use of natural resources to the lives of famous people, discover peninsula history through the adult programs. Volunteers are needed to help set-up for programs, take tickets, work refreshment tables and operate the audio-visual system. For those knowledgeable about local history, we are always looking for people willing to share their knowledge by presenting an adult program. Programs occur monthly.

### Shifts Available:

*Saturdays from 12:30 pm to 3:30 pm or  
Thursdays from 6 pm to 9 pm*

Show your creativity with *Family Past Times*, a fun-filled exploration of history featuring arts, crafts, and hands-on demonstrations at the History Museum. Volunteers assist children with historic crafts related to a theme. Activities occur quarterly.

### Shifts Available:

*Saturdays from 12:30 pm to 4:30 pm*

### Student Volunteers Welcome

A variety of opportunities are available to youth (ages 12 and up) wanting to volunteer. Volunteers are needed to help younger children with crafts during *Family Past Times*. Youth can assist with answering phones, mass mailings, data entry, and other areas of administrative support. Young volunteers can also assist with building maintenance by polishing brass railings or marble steps.

Certification of volunteer hours provided for students fulfilling community service requirements for school classes.

## Collections

The archives at the History Museum includes an extensive collection of books, photographs, newspapers, manuscripts, government records, and memorabilia. Volunteers in the archives research, file materials, gather newspaper articles, do database entry, and assist visiting researchers.

### Shifts Available:

*Tuesday-Thursday from 10 am to 4 pm  
Sunday from 12 pm to 4 pm*

Volunteers needed to assist the curator with accessioning and caring for the collection. Volunteers complete object worksheets describing new artifacts donated to the Historical Association. Volunteers enter the information onto the database. Collections volunteers also assist in the cleaning of artifacts on display.

### Shifts Available:

*Tuesday-Friday from 10 am to 4 pm*

## Exhibits

Volunteers assist with the fabrication of the temporary exhibits. For every exhibit, carpenters who can build display cases and object mounts are needed. Exhibit volunteers also help paint walls and display cases.

### Shifts Available:

*Tuesday-Friday from 10 am to 4 pm*

## Administrative

At the History Museum, front desk receptionists are needed to greet visitors as they enter the museum, to answer the phone and forward calls, and to act as the cashier for the small museum store. One-on-one training on the phone and cash register provided. There is always a staff person in the building to answer questions.

### Shifts Available:

*Tuesday-Friday from 1 pm to 4 pm  
Saturdays from 12 pm to 4 pm  
Lunch Shifts by arrangement.*

*Front desk volunteers asked to commit to at least one shift per month.*

Label, stuff, and seal envelopes for monthly and special mailings. Help is especially needed mid-month when *Historical Happenings*, the Association's newsletter, is mailed.

### Shifts Available:

*Tuesday-Friday 1 to 2 1/2 hours shifts*

## Funders' Bookstore

The Funders operate a used bookstore at the History Museum. Volunteers pick-up donated books, evaluate and price them, and keep the store open. They also sell used books at special events.

### Shifts Available:

*Tuesday-Saturday from 10 am to 2 pm*

For more information, visit the website at:  
[www.sanmateocountyhistory.com](http://www.sanmateocountyhistory.com)