

## 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.

On weekends, 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 1-5 p.m.  
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On weekdays, docents at the Sanchez Adobe assist with the school program for 4th grade students. During a visit to his home, students experience what life was like on a *California rancho*. Docents 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:**  
Monday-Friday from 10 a.m. to 1:30 p.m.

*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.

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 12-4 p.m.  
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On weekdays, docents at the Woodside Store assist with the school program for 4th grade students as they explore life in the 1880s. Docents help the site manager prepare the activity stations prior to the students arrival. During the program, docents work with the parent chaperones at the activity stations.

**Shifts Available:**  
Tuesday, Thursday & Friday  
from 10 a.m. to 1:00 p.m.

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

## Museum 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 at the History Museum lead thematic tours, usually for students in the 1st—4th grade. Programs occur in the *Nature's Bounty*, *Journey to Work and Land of Opportunity* exhibits. Hands-on activities occur in the Wells Fargo Learning Center.

**Shifts Available:**  
Tuesday-Friday from 9:00 a.m. to 12:00 p.m.  
Tuesday-Friday from 11:30 a.m. to 2:30 p.m.

Docents also lead general tours of the museum for both children and adults, and monitor galleries during special events.

**Shifts Available:**  
Varying dates and times, 1 to 2 hour shifts.

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

**FREE training provided for all new docents at all three locations.**

## Volunteer

**HELP US MAKE HISTORY COME ALIVE!**



- Make a positive impact in your community
- Meet like-minded people who share similar interests
- Flexible hours
- Annual recognition party



San Mateo County Historical Association  
2200 Broadway  
Redwood City, CA 94063  
650.299.0104

# Volunteer Interest Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Availability:

	Morning	Afternoon	Evening
Weekdays:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekends:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Area(s) of interest:

- Administrative/Mailings
- Archives
- Curatorial
- Education: Docenting
- Education: Public Programs
- Encore Books on the Square
- Special Events
- Other: \_\_\_\_\_

Previous Experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return completed form to:  
 Volunteer Coordinator  
 San Mateo County History Museum  
 2200 Broadway Street  
 Redwood City, CA 94063

# Public Programs



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 help with set-up, assisting children with historic crafts, taking official photographs and clean-up. Activities occur 6-7 times per year.

Some of our current programs include:

- Lunar New Year (*February*)
- Maritime Day (*Spring*)
- Victorian Days (*Late summer/Early Fall*)
- Hometown Holidays (*December*)

**Shifts Available:**  
 Prior, During and After Events

\*Events are usually scheduled on Saturday or Sunday between the hours of 10 a.m. to 4 p.m.  
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Our Historic Sites also seek volunteers for their annual events:

**Old Woodside Store Day (Woodside)**  
 1st Sunday in May

**Rancho Day at the Sanchez Adobe (Pacifica)**  
 Third Saturday in September

# Collections

Archives

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 data entry and assist visiting researchers.

**Shifts Available:**  
 Tuesday-Thursday between 10 a.m. to 4 p.m.  
 Sunday between 12 to 4 p.m.

Curatorial

The curatorial department cares for all three-dimensional collections and is responsible for producing and maintaining all exhibits at the History Museum. Volunteers may assist with object cataloging, research, data entry and exhibit fabrication. Carpenters who can build display cases and object mounts are needed. Exhibit volunteers also help paint walls and display cases.

**Shifts Available:**  
 Sunday-Thursday between 10 a.m. to 4 p.m.

**Questions?**

If you have questions about any of the volunteer shifts listed, please contact us at [volunteer@historysmc.org](mailto:volunteer@historysmc.org)

# Other Opportunities

Mailings

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

**Shifts Available:**  
 Tuesday-Friday, 1 to 2.5 hour shifts

Encore Books on the Square

Volunteers pick-up donated books, evaluate and price them, and keep the bookstore open.

**Shifts Available:**  
 Tuesday-Saturday between 11 a.m. to 3 p.m.

Special Events

Volunteers are needed to help with fundraisers and other special events.

**Shifts Available:**  
 As needed

**Student Volunteers Welcome!**

Youth volunteers (ages 12 and up) are needed to help younger children with crafts during Family Past Times. Opportunities in other areas may also be available.

We provide certification of volunteer hours for students fulfilling community service requirements for school classes.