



U.S. Figure Skating, the National Governing Body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Museum Volunteer. U.S. Figure Skating is a member of the U.S. Olympic Committee (USOC) and the International Skating Union (ISU).

Responsibilities: The Museum Volunteer is responsible for the completion of the tasks listed herein. Emphasis will be placed on the ability to work in a team environment, creativity, accuracy, timeliness and professionalism.

Qualifications: Applicant must hold a high school diploma or equivalent. Must have good interpersonal, skills, organizational skills and experience with Microsoft Office products. Demonstrate ability and experience in working effectively with other staff and volunteers, providing them with quality support, ensuring that their experience is both meaningful and productive, and enabling them to achieve their goals. The applicant must have excellent written and verbal communication skills. Must be able to stand for 30 minute periods and lift at least twenty-five pounds.

The Museum Volunteer is responsible for general office filing, assisting with research requests, copying research materials/ shipping research materials, assisting museum staff with event preparation, scanning, sorting and organizing photos including filing photos; sorting and filing protocols/programs and magazines, preparing exhibit materials, writing/typing lists for collection and donations that come into Museum including assisting with accessioning of donations with Museum software program; assisting with installation of exhibits including dressing mannequins with costumes; works with Archivist updating and preparing new information sheets for engraving trophies; some polishing of trophies also; some light lifting and bending is needed sometimes with certain tasks. Organizing bookshelves, light dusting.

Reports To: Museum Archivist

Classification: Volunteer

Please email kcover@usfigureskating.org with your interest.