

# MEDFORD PARKS AND RECREATION DEPARTMENT

## Volunteer Opportunity

### I.O.O.F./Eastwood Cemetery Tour Docent Variable Dates/Times March – September

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The IOOF/Eastwood Cemetery is Medford's oldest cemetery and was founded in 1890. The site is listed on the National Register of Historic Sites and as a State Pioneer Cemetery. Tour docents will guide registered customers through the cemetery sharing information in a fun and interesting manner. In addition to sharing stories about the lives of some of those interred the tours are sprinkled with information on the art of monuments, early Medford history and the City's preservation efforts.

Volunteer may be asked to perform one or more of the following:

- ◆ Develop a walking tour with interesting points no more than two hours in length or use one provided by the department.
- ◆ Set up, and put away, chairs and/or tables at the site; stored in the mausoleum
- ◆ Distribute water bottles provided by the department to customers
- ◆ Demonstrate proper headstone rubbing techniques, materials provided
- ◆ Advocate for support of the cemetery in a variety of ways including providing information on where donations may be made and distribution of handouts.

#### Desirable Qualifications

- ◆ Ability to walk on uneven ground
- ◆ Perform physical labor safely
- ◆ Work with minimal supervision
- ◆ Engage general public in a positive manner

#### Attire

- ◆ Closed toed shoes

#### Special Requirements:

Volunteer needs to complete the Volunteer Application and pass a City of Medford background check. Volunteers must follow all safety guidelines as demonstrated by City and outlined in Illness and Injury Prevention Plan and be willing to submit to training if necessary. If volunteer cannot perform any duty at the site/event they need to notify staff prior to or at event. This may not disqualify them from volunteering, only from getting an injury.

#### Forms:

- ◆ Volunteer Application for individual volunteers

Primary Contact: [bev.power@cityofmedford.org](mailto:bev.power@cityofmedford.org)

Phone: 541-774-2405

Note: This is a general guideline to assist interested parties in reviewing available volunteer opportunities. To discuss specifics of the opportunity and what you and/or your organization can offer call or email the primary contact.