

**City Of Fairfax**  
Office of Historic Resources  
Volunteer Application

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

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

\_\_\_\_\_

**Contact Information: Telephone (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**(Email)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Personal Interests and Background:** *Please list those things related to your interest in volunteering with the OFFICE OF HISTORIC RESOURCES.*

**Professional History:** *Please provide a summary of your educational and professional background.*

**Skills and Training:** *Please list special skills and training, such as computer skills, leading tours, developing and conducting programs, and historical research.*

**Community Volunteer Activities:**

**How did you learn about volunteer opportunities with the Office of Historic Resources?**

**Personal or Professional Reference:** *Please give name and contact information*

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Only:**

**Date Received** \_\_\_\_\_ **By** \_\_\_\_\_

**Interview** \_\_\_\_\_ **Status** \_\_\_\_\_

## Learn More About Us!

A Director, four Historic Resources Specialists and more than 20 volunteers staff the Office of Historic Resources, which manages a museum system of three historic sites in the City of Fairfax. Below are short profiles of each historic property and the areas where volunteer assistance is presently needed.

**Historic Blenheim and the Civil War Interpretive Center:** The City of Fairfax acquired the 12-acre Historic Blenheim site in 1999. The c.1859 house, now undergoing restoration, is nationally significant for its preserved wall inscriptions bearing the names, drawings, and thoughts of more than 122 Union soldiers. The Historic Blenheim House, the Civil War Interpretive Center (opened in 2008), wayside markers, living history events, monthly programs explore and interpret the Civil War in the Fairfax community. The continuity of family ownership of the farm over four generations also provide the context to interpret the local agrarian economy and the shift to suburbanization. A second family house, the c. 1840s “Grandma’s Cottage,” was moved to the site in 2001. **Open Tues.-Sat., 11a.m.-3 p.m. Guided tours of the Historic Blenheim House at 1p.m. Free admission except for some special events.**

**Fairfax Museum and Visitor Center (FMVC):** Opened in 1992, the Museum and Visitor Center is housed in the former Fairfax Elementary School, built in 1873 as the first two-story brick schoolhouse in Fairfax County. *The Fairfax Story* exhibition interprets the history of Fairfax and the surrounding region. A second gallery hosts rotating temporary exhibitions on broader subjects. Programs include walking tours of the City’s historic district, interpretive programming and tours for adult and youth groups, and the “Second Sunday” Program series. The Visitor Center provides travel and visitor information to tourists and residents. **Open daily 11 a.m. – 4 p.m., except for some major holidays. Free admission.**

**Ratcliffe-Allison-Pozer House:** The earliest section of the house dates from 1807. It is one of the City’s oldest residences and an original structure built in first years after the chartering of the Town of Providence (now the City of Fairfax) in 1805 on land owned by Richard Ratcliffe. Programs and exhibitions interpret the daily activities of the house’s numerous owners and residents, whose lives help illustrate commercial and domestic changes along Main Street during the 19<sup>th</sup> and 20<sup>th</sup> centuries. Dr. Kate Waller Barrett, a prominent social reformer, saved the house from demolition in 1923; her daughter, Kitty Pozer, a garden writer, preserved the house as a public historic site. Adjacent to the historic house are the Kitty Pozer Memorial Garden and Old Town Square. **Open Saturdays, 11a.m. -2 p.m., May—October, also by appointment, and during City special events. Free admission.**

### Volunteer Positions (please check your area [s] of interest)

#### Visitor Services/Tourism Promotion

- Visitor Center Desk, FMVC
- Visitor Center Desk, The Civil War Interpretive Center at Historic Blenheim

#### Historical Research

- Historic Blenheim / Grandma’s Cottage
- Museum and Visitor Center
- Ratcliffe-Allison-Pozer House
- General Fairfax History

#### Educational Programming

- Docent for Tours/Programs
- Ratcliffe-Allison-Pozer House
- Historic Blenheim
- Fairfax Museum and Visitor Center
- Walking Tour / Special Interest Programs
- Adult  Youth
- Living History Interpreter

#### Collections/Exhibitions\*

- \*Must have experience with “Past Perfect” Database Program or exhibition development.

#### Special Events

- Independence Day Celebration
- Chocolate Lovers Festival
- Fall Festival
- Holiday Craft Show
- Fairfax History Day
- Festival of Lights & Carols

#### Hospitality

- Open Houses/ Receptions/ Exhibition Openings

#### Administration/Miscellaneous

- Volunteer Activities
- Gift Shop
- “Second Sunday” Program Series (set-up)
- Historic Blenheim monthly programs
- Fundraising Projects/Events
- Brochure Organization

Please email application to [susan.grav@fairfaxva.gov](mailto:susan.grav@fairfaxva.gov) or return application to: Fairfax Museum and Visitor Center, 10209 Main Street, Fairfax, VA 22030.