



## **City of Portsmouth, New Hampshire Mayoral Blue-Ribbon Committee Citywide Neighborhood Committee**

### *Portsmouth Volunteer Opportunities Packet*

This packet includes information concerning volunteer opportunities with organizations, boards and commissions in Portsmouth.

The Citywide Neighborhood Committee, in addition to its efforts to connect residents with local government leaders and policymakers, also wishes to help connect residents to their community and opportunities to get more involved.

This is not an exhaustive list and there are many excellent volunteer opportunities throughout our city. The CNC encourages you to explore the information provided here but also find additional organizations that could use your help, expertise and talents.

One method to search for more volunteer opportunities with a variety of seacoast organizations is to go to United Way's Volunteer HQ, <https://supportunitedway.galaxydigital.com/need/>.

*MISSION STATEMENT: "The Citywide Neighborhood Committee shall take the role of advocate for the Neighborhoods within the City of Portsmouth to assure that all aspects of City Government work through two basic principles: protection and preservation of the quality of our neighborhoods."*

## **Black Heritage Trail of New Hampshire Volunteer Opportunities**

The Black Heritage Trail of New Hampshire promotes awareness and appreciation of African American history and life in order to build more inclusive communities today. This is accomplished through educational and interactive events, organized guided tours of Black historic sites, symposiums and conferences with visiting experts in areas of racial justice and understanding.

The BHTNH has recently purchased a building (222 Court Street) where there will be a reference library, a reading room, a retail shop and from which guided tours will be led throughout the city of Portsmouth each Saturday and Sunday.

Volunteers are needed and welcome! The areas in which we would like help are:

### **Volunteers needed for events:**

- Distributing posters for display around town regarding events.
- Setting up tables and chairs for events
- Providing baked goods for some events
- Assisting attendees at events
- Cleaning up after events

### **Ongoing at 222 Court Street:**

- Docent program to help out in office during busy times and be able to speak to visitors knowledgeably about the trail
- Speakers that will be trained to present at BHTNH power point
- Office help for answering phones and confirming tours
- Gardening/Yard work during spring and summer

### **BHTNH Contact:**

*Linda Keefe*  
*Logistics Coordinator*  
*Black Heritage Trail of New Hampshire*  
*[lkeefe@blackheritagetrailnh.org](mailto:lkeefe@blackheritagetrailnh.org)*



## VACANCIES FOR CITY BOARDS AND COMMISSIONS

The following is a listing of vacancies for various Boards and Commissions. If you are interested in applying for a Board or Commission, please complete an application and submit it to the City Clerk's Office.

If you have any questions, please contact the Mayor's Office or the Office of the City Clerk.

- 2 Alternate Members to the Building Code Board of Appeals: The vacancy to be filled would need to be (1) a mechanical engineer or master plumber and (2) electrical engineer or master electrician
- 2 Regular Member to the Cable Television and Communications Commission (*2 pending submission of reappointment applications*)
- 1 Alternate Member to the Cable Television and Communications Commission
- 1 Alternate Members to the Conservation Commission
- 4 Members to the Historic District Commission (*4 pending reappointment application submissions*)
- 1 Alternate Member to the Historic District Commission (*pending reappointment application submission*)
- 1 Members to the Recreation Board (*1 pending submission of reappointment applications*)

If you are interested in any of the above vacant positions, please fill out an [application form](#) and mail it in to:

*Portsmouth City Hall  
Attention: Mayor's Office  
1 Junkins Ave  
Portsmouth, NH-03801*

The application form can be found at the following link:

<http://files.cityofportsmouth.com/cityclerk/BoardsandCommissionsApplication.pdf>

Additional information on boards and commissions can be found at:

<https://www.cityofportsmouth.com/cityclerk/boards-commissions-information>.

For further details please contact the City Clerk's Office at

[cityclerk@cityofportsmouth.com](mailto:cityclerk@cityofportsmouth.com) or call [\(603\) 610-7208](tel:6036107208).

## Volunteers

The success at Cross Roads House would not be possible without the help of our volunteers. Whether you can give a couple of hours a week or a couple of hours a month, we appreciate your time and energy.

### We typically need help in these areas:

- Cooking & Serving Breakfast
- Cooking & Serving Dinner
- Child Care
- Donation and Other Pick-Up
- Professional Skills
- Group “Days of Service”



All volunteers must complete a one-hour volunteer orientation that is held monthly at the shelter. For more information, contact Kristina Siegenthaler, Development Database and Volunteer Coordinator at [k.siegenthaler@crossroadhouse.org](mailto:k.siegenthaler@crossroadhouse.org) or 603.436.2218 ext. 107.

*Please Note: Volunteers must be 18 or older, and out of high school.*



## **Discover Portsmouth and Portsmouth Historical Society Volunteer Opportunities**

The Portsmouth Historical Society/Discover Portsmouth is dedicated to increasing public understanding and enthusiasm for local history. Portsmouth Historical Society, founded in 1917, is a nonprofit devoted to the history, arts, and culture of Portsmouth and the surrounding region. It operates two facilities: Discover Portsmouth and the 1758 John Paul Jones House Museum and Garden, a national historic landmark. Our trustees, staff, sponsors, members and volunteers believe strongly that the uniqueness of Portsmouth is defined by the city's past. Our long term vision is to protect and promote Portsmouth's cultural heritage.

Discover Portsmouth volunteers (Welcome Center and Gallery Docents, Events Staff, John Paul Jones Docents, and Walking Tour Guides) play an important role in promoting our vision to promote Portsmouth's cultural heritage. The volunteers set the tone and tenor for the visitors' experience of Discover Portsmouth, and in many cases, for the visitors' experience of Portsmouth in general.

The volunteer position for the Portsmouth Historical Society is a part-time, seasonal position. Volunteers report to the Volunteer Coordinator for training and scheduling. In concert with the front desk staff, volunteer responsibilities include:

- Greeting visitors in a friendly, professional manner
- Directing visitors to cultural resources in Portsmouth and the area
- Gathering and disseminating information on events happening daily and weekly in Portsmouth, e.g. at historic houses, theaters, galleries, etc.
- Providing information about our current exhibitions and the Seacoast African American Cultural Center

The volunteer skills and job requirements include a high level of customer service, familiarity with the cultural resources in the Portsmouth area, and familiarity with the area to give directions to visitors and residents.

To learn more about volunteering for Portsmouth Historical Society and Discover Portsmouth, please contact:

*Mark Ankarberg, Volunteer Coordinator, 10 Middle Street, Portsmouth.  
Phone (603-436-8433) or Email <mailto:mark@portsmouthhistory.org>*

## IT'S TIME TO **gather** AND FILL THE HALL

Help fill The Music Hall with donated food to ensure that Gather can stock their shelves for their annual Meals-4-Kids summer program. The goal is to collect nutritious food with fresh expiration dates.

**Date of the event: Saturday, June 22, 2019 from 9am-3pm**

**Location: The Music Hall, Portsmouth, NH**

We are recruiting neighborhoods to participate in this wonderful event. You can help by putting together a donation and dropping it at the above listed address on any day between now and June 22nd.

This year there is also a "buy a bag" option. Write a check made to Gather or go to <https://tinyurl.com/l6sclsr> to buy a bag online. \$25 feeds a child for a week, and for every \$25 donation, another seat gets filled.

### **OTHER VOLUNTEER OPPORTUNITIES**

Gather is also always looking for new volunteers.

*Help with our summer Meals 4 Kids (M4K) program*

This program provides healthy, kid friendly food over school breaks to any children who qualify for free or reduced lunch during the school year. Starting June 12 and continuing through August 22, on Wednesdays and Thursdays, we have multiple shifts during the afternoon and early evening at various locations around the Seacoast. Volunteers can sign up for one time or for every week during the summer, it is family friendly, and lots of fun!

*Volunteer in our Pantry Market*

There is a cooking program, and you can help at the farmers' market, with gleaning and more!

**Interested volunteers can email Angela Ely, Volunteer Coordinator, at [AEly@gathernh.org](mailto:AEly@gathernh.org).**

# Volunteer for the Gundalow Company

The non-profit Gundalow Company is committed to protecting our environment and maritime heritage through education and action. Become a volunteer and share your talents and time as a deckhand, educator, interpreter, or events planner and help us protect the Piscataqua Region.

Gundalow Company Volunteers receive full training and have complete flexibility when selecting how often and when they want to volunteer.



**April 24 5:00-6:00—General Volunteer Training:** come learn more about how you can get involved—we'll meet in the Gundalow office.

**April 29 - 5:00-7:00—Volunteer Deckhand Training**—meet in the Gundalow Office and finish aboard the Gundalow. Returning volunteers can join us on the boat at 5:30 for a skills refresher.

**May 7 at 5:00-7:00—Volunteer Deckhand Training-** meet in the Gundalow Office and finish aboard the Gundalow. Returning volunteers can join us on the boat at 5:30 for a skills refresher.

**May 11 - 10:00-11:00—Interpreter Training**—Meet in Sheafe Warehouse

*Deckhand Volunteer Skills Check off Times: May 6—3:30, May 8-2:00, May 14—2:00, May 15— 2:00, May 20—2:00*

To sign up for the training session email or to learn more about becoming an educator or events volunteer, email [education@gundalow.org](mailto:education@gundalow.org), or go to [www.gundalow.org/get-involved/volunteer/](http://www.gundalow.org/get-involved/volunteer/) to fill out an application

**\*\* All new volunteers should attend the general training session and select the trainings they are most interested in.**



# Volunteer with HAVEN

“To say ‘**me too**’ or to reach out for support takes *immeasurable strength*. I feel privileged and grateful to be there to meet that strength with **compassion, education, and empowerment**. With many voices crying out ‘**me too**,’ advocates sit by our phones ready to **listen**, ready to **believe survivors**, and ready to **change the culture** of sexual violence both locally and globally.” – *Volunteer Advocate*

## WAYS TO MAKE A DIFFERENCE:

**OUTREACH & EVENT VOLUNTEERS:** Help spread the word across the 48 towns served by HAVEN. Go to: <https://havennh.org/get-involved/volunteer-opportunities/>

**CLIENT SERVICE ADVOCATES:**  
Help survivors through the healing process.

**FRONT DESK VOLUNTEERS:**  
Greet clients and help in the main office.

**PREVENTION EDUCATORS:**  
Give youth the tools to get help and to prevent abuse.

**DEVELOPMENT COMMITTEE:**  
Help with event planning and fundraising!

**BOARD OF DIRECTORS:**  
Help lead the organization!

**INTERNS:**  
Get hands on experience (all departments).

**APPLY ONLINE!**  
Visit us at [www.havennh.org](http://www.havennh.org) for more information and to apply to become a volunteer or call our main office 603-436-4107.



**HAVEN** is NH's largest crisis center working to prevent **sexual assault, domestic violence** and **stalking** and to support and empower women, men, youth and families to heal from abuse and rebuild their lives.

Office locations are in Portsmouth, Rochester and Epping, NH.

**HAVEN**  
ENDING VIOLENCE. CHANGING LIVES.

# The Music Hall Volunteer Opportunities

In 1878, The Music Hall opened its doors as a Vaudeville theater, bringing a fresh cultural vibrancy to the city of Portsmouth. Fast forward 140 years and The Music Hall—now with a second theater—has been pivotal in a revitalization of downtown into one of the most robust arts destinations in New England.

We are a vibrant cultural and community hub. We host over 130,000 patrons every year. Our passion is to inspire, educate, and connect audiences through the power of live performances and on-screen programming. We aim to ignite creativity, purpose, and a sense of community.

**“the beating cultural heart of New Hampshire’s seacoast”  
– The Boston Globe**

## **Volunteer Opportunities**

**The Kitchen Tour** will take place on Saturday, May 11th from 10am to approximately 4pm. This event is a day of celebrating state-of-the-art kitchens in both new and historic downtown Portsmouth homes.

**Fill the Hall** is another annual event where we challenge the community to fill every seat in the Historic Theater with bags of food for Gather (formerly Seacoast Family Food Pantry). This year, our fourth annual Fill the Hall Food Drive will directly support Gather’s Summer Meals 4 Kids program. The Food drive will take place on Saturday, June 22nd beginning at 9am.

Our very first **Concert in the Lot** will take place on June 16th from 4 to 8pm in the Worth Lot. This outdoor concert includes performances from three different jazz bands as well as the presence of food and beer trucks. This event will be one to remember—a great way to kick off the summer.

***These events would not be possible without the commitment and dedication of our volunteers. We are looking to expand our volunteer opportunities even more throughout our community. Volunteering comes with great benefits such as being able to give back to the community, supporting the arts, as well as attending incredible films and live performances.***

We ask that anyone interested in volunteering register via our website at [Volunteer Opportunities](#). Once the registration is completed and processed, volunteers will receive a confirmation e-mail. From there, they will be able to access their account where they can view our calendar and pick up shifts. For more information, please contact Lauren Rosen at [rosen@themusichall.org](mailto:rosen@themusichall.org)



### **Portsmouth Music and Arts Center (PMAC) Mission:**

*To build community through the arts by providing all people with the opportunity to achieve their full creative potential, regardless of their age, ability, or economic status. We accomplish this through high quality music and visual arts education programs and by creating ensemble, performance, and exhibition opportunities for students, professionals, and audiences.*

### **Volunteer Opportunities:**

#### **Street team for postering**

PMAC is looking for 1-2 people to hang posters twice a month at establishments across the seacoast. PMAC will provide a list of places to poster including libraries, restaurants, stores etc. On occasion we would also be looking for help delivering catalogs to schools and libraries.

#### **Assistant for hanging Haas Hall Art Shows**

PMAC is looking for someone with experience hanging artwork to help alongside the Visual Arts Committee every two months. On average this will take two to three hours. This is an awesome opportunity for someone who is interested in curation and art.

#### **Photographer(s) for events at PMAC and off-site**

PMAC is looking for semi-professional photographers for our many events including lectures, concerts, and art receptions.

*For more information, contact Kate Bogosian at [kbogo@pmaconline.org](mailto:kbogo@pmaconline.org).*

## **The Seacoast Repertory Theater Volunteer Opportunities**

The Seacoast Repertory Theatre is committed to the cultural richness of the Seacoast region through the shared experience of live theater and its youth, teen, and senior educational programs. We contribute by producing creative, thoughtful, and high quality year-round programming as well as collaborating with like-minded arts and cultural organizations.

Theatre is about telling stories. Specifically, making theatre, for us, is about taking the raw text that might contain a story and turning it into a living, breathing thing with a beating heart with as much love, care, and talent that you can pour into it.

When this is done right, everyone who takes part in it is transformed for the better. We call it a “shared experience”. This is what our mission calls for.

We want to present as many stories as well as we can. If it’s a story you’ve seen before, we want to make it live for you in a new way. If it’s a story you don’t know, we want to send you away better for having seen it. If it’s a story nobody knows, we want to teach the world how to tell it.

We’re also interested in the storytellers; the actors, singers, dancers, musicians, builders, artists and workers that it takes to tell a story, which is why we train as many of them as we can. We want to make sure they can muster the confidence and compassion necessary to bring stories forward. We work to make The Rep an artistic home for them.

Mostly though, we want to tell you a story. We need you most of all. Without an audience, we’re just rehearsing.

### **Volunteer Opportunities and Needs**

#### **Ushers**

We need several ushers for every one of our shows, and we have over 250 shows this year between the Rep and our Second Stage at the STAR Theater.

The contact to get on our ushers list is [mark.michael.adams@seacoastrep.org](mailto:mark.michael.adams@seacoastrep.org).

#### **Tech Help**

We are always in need of extra hands during our tech weeks. We need people who can paint base coats on sets and prop pieces, people who are comfortable with tools to help construct our sets, people who can come in and help clean up backstage (builds get messy), people who can organize, and just overall general help during those weeks.

We have a SignUpGenius for that which [can be found here](#). The contact to help with tech is [Dan.Mellitz@seacoastrep.org](mailto:Dan.Mellitz@seacoastrep.org).