



2024 / 2025 Program Season

Landmark Center Volunteer Opportunity Newsletter

Welcome back volunteers!

I hope you have enjoyed the summer months. Fall is here and our community programs are in full swing. This means that we are once again putting the call out for your help. Inside you will find a detailed listing of community programs that need volunteer support for the 2024/2025 season. Volunteer support is not limited to just our programs though. We are also in need of volunteer commitment at our Visitor Information Desk, Landmark Gift Shop, and guides for our building tours. There are many ways to get involved.

In addition to our appeal for help, you will find our Landmark Center Volunteer Association (LCVA) general meeting/program schedule. Be sure to get these on your calendar. We have some great speakers lined up! Our November meeting with local climatologist Mark Seeley will also serve as our contribution to the public programs line-up offering a chance for the community to join us for an engaging morning discussion on climate change. These meetings are a wonderful way to stay connected as well as staying up to date with upcoming programs, events and new volunteer opportunities. Guests are welcome at most, so be sure to share these with your social connections. We enjoy seeing new faces.

Looking ahead I am excited to see what this year will bring. We did some incredible things last season, and I know we will do the same this season. Recruitment will continue to be a primary focus as we continue to work through the year. Also growing more interest in our LCVA Board. We really value the ability to connect our volunteers with our staff and organization board and truly value the input our volunteers provide. Your voice and perspective is very important to us. If you haven't, consider what you could bring to the LCVA board. Though we may sound formal, it is really a very open and fun way to be involved.

I know I sound like a broken record, but our volunteers are the pillars of our organization and we would not be able to fulfill our mission without you. Looking forward to the year and work ahead!

- Jenny Reinhard -

Visitor and Volunteer Services Manager



If you see a little red shopping bag next to an event, that means it would be wonderful to have the gift shop open. The Gift Shop has critical need for new volunteers. To learn more visit page 10 or talk to Jenny or Kyrsten.



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**SAVE
THE
DATE**

LCVA 2024 / 2025 General Meetings & Programs Schedule

The LCVA meets regularly **September - May on the third Tuesday of the month.**

Meetings are held in Courtroom 430, unless otherwise specified.

10:00 - 10:15 a.m. - Arrival & Social time

10:15 a.m. - Announcements, updates, and upcoming volunteer opportunities

10:30 - 11:30 a.m. - Program

Light morning refreshments provided for all attendees

Programs are open to non LCVA member guests unless otherwise specified.

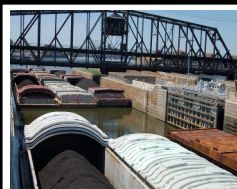
VOLUNTEER



Tuesday September 17, 2024 | Rally Tuesday! | 10:00 a.m. | Courtroom 430

Join us to learn about the upcoming 2023/2024 program season. We will hear from the Community Programs Director and the entire programming staff. All event sign up sheets will be available. Bring your calendars! Summer went by in a blink of an eye, but I am looking forward to the work ahead.

We will also tour the newly renovated basement and 5th floor restrooms. **Guests welcome.**



Tuesday October 15, 2024 | Greg Genz : A career spent on the Mississippi | 10:00 a.m. | Courtroom 430

Greg Genz , Past President and current board member of the Upper Mississippi Waterway Association, has always loved the Mississippi River. It captivated him from a young age when he was able to board a tugboat at the age of 12. The river has been a constant, spending all of his professional career working on the river in various roles to include wharf rat, deckhand, all aspects of barge operations, and marine management for dredging and construction projects. Join us while Greg shares stories of his professional career on the Mississippi and what it's like working on such an incredible waterway. **Guests welcome.**



Tuesday November 19, 2024 | Coffee with a Climatologist: Dr. Mark Seeley Climate Change in our Own Backyards | 11:00 a.m. | Courtroom 317

The LCVA is proud to present a morning talk with Dr. Mark Seeley, a widely recognized and esteemed UofM climatologist, to discuss how specific events and climate episodes have had an ever-lasting effect on Minnesota's cultures, landscapes and historical events. Weather has played a key role in shaping human history and continues to do so. This event is serving as our contribution to Landmark's program schedule and is open to the public, please share this among friends. Coffee and light pastry treats will be provided. **Guests Welcome and encouraged.**

Tuesday December 17, 2024 | The Annual LCVA Holiday Party | 11:30 a.m. | Courtroom 317

Join us to celebrate the holidays together at our annual LCVA Holiday Party. Find your best holiday attire and bring your holiday cheer. We will enjoy a catered lunch and play games. Door prizes, a little wine, and lots of laughs; an event you don't want to miss!

Social Time 11:30 a.m. - 12:00 p.m. | **Lunch Served** at 12:00 p.m.

Program & Games at 12:45pm

*Guests welcome at an additional plate fee.

**Parking reimbursement is not provided for this event.



Tuesday January 21, 2025 | HORA: Romanian Spring Traditions| 10:00 a.m. - 12:00pm| Courtroom 430

HORA has been a tenant in Landmark Center since 2019. Many of you have taken the time to visit their gallery space in Suite 319, and have also enjoyed the exhibits they have done in our North Gallery over the years. Raluca Octav, former director and founder, will speak to us about how the Heritage Organization of Romanian Americans came to be, the Romanian population in Minnesota, current activities of the organization, as well as sharing some of their Spring Traditions. We will get a chance to visit their gallery space and make a craft. **Guests welcome.**



Tuesday February 18, 2025 | White Bear Lake Historical Society - Cass Gilbert's White Bear Cottages | 10:00a.m. - 12:00 p.m. | Courtroom 430

Join us as we welcome Dan Jones back from the White Bear Lake Historical Society for a program on well-known Minnesota architect Cass Gilbert. Cass Gilbert spent much of his early career designing homes and other buildings around White Bear Lake. This illustrated program will showcase designs for some of his early cottages and other buildings in the area – some of which still stand today, while others have not survived or were never built. **Guests welcome.**



Tuesday March 18, 2025| Melonie Shipman: Florence Private Art | 10:00 - 11:30a.m. | Courtroom 430 | Guests welcome

We have enjoyed the wildlife knowledge that Melonie has brought to us for the past 5 years. In that time she has started to take solo trips to Italy visiting various regions. She has collected photos and history from her travels and we have invited her to switch gears this year and provide us with a lovely travelogue on her adventures. Melonie is going to concentrate on her time in the Florence region. It will be exciting to learn about her solo travel experiences.



Loading...

Tuesday April 15, 2025 |To be announced| 10:00a.m. - 11:30a.m. | Courtroom 430

Join us for our final LCVA program of the season. Best laid plans. I am still working on what our April program will be and will get those details out to all once they are finalized, but this needed to go to print. I have a few irons in the fire and just awaiting confirmation. If you have an idea or connection to a speaker let me know as I am always looking to build my idea file. In the meantime, stay tuned for updates at our upcoming meetings and by e-mail. **Guests welcome.**



Tuesday May 20, 2025 | LCVA Annual Luncheon| 11:30 a.m. - 1:30 p.m. | Cortile

Join us to celebrate another successful year of volunteer support for Landmark Center. We will enjoy a catered lunch and celebrate all of the accomplishments of the LCVA and its membership. This is always a lovely event not to be missed. Parking reimbursement is not covered for this event. Guests welcome at an additional plate fee. Formal invites will be sent prior to the event. Save the date!!!



June / July / August - Summer break. Stay tuned for social gathering opportunities and possible group outing.

The LCVA takes a break from our monthly meetings over the summer months, but we like to plan a few social activities throughout the summer to stay connected. Though we are not planning a big bus trip at this point, we are working on some other ideas that will be more local. If you have an idea of an activity you would like to help organize please reach out to Jenny or any of the LCVA Board Members.

Sunday's at Landmark: Mid Autumn Moon Festival



Sunday September 15th

Event Time: 1:00 - 3:00 p.m

Volunteer shift: 12:00 - 3:30 p.m.

Mid-Autumn Moon Festival is the celebration of the bounty of the fall harvest as well as the fullness of the moon. This event will include crafts, music and dance performances as well as a lantern parade and traditional Lion Dance through Rice Park. Hard to believe this is its 18th year!

Volunteers are needed to assist at a variety of stations to include our **Welcome Table (1 - 2)**, **Craft Stations (4)**, and **Lantern Making Station (2)**. Chairs will be provided at each station, however, standing may be required.

History Play: Little Rock, 1942

Thursday October 3rd & Friday October 4th @ 7pm

Shift Time: 6:00 - 8:00 p.m.

Saturday October 5th @ 2pm

Shift Time: 1:00 - 3:00 p.m



In 1942, Sue Cowan Williams, formerly known as Susie Morris, head of the Dunbar High School English Department and member of the Little Rock Classroom Teachers Association, sued the school district for equal pay for black teachers. With the assistance of Thurgood Marshall, an attorney from the NAACP Legal Defense Fund, Williams won her case in the Eighth Circuit Court of Appeals, which took place here in Courtroom 408 when the building served as the Federal Courts building. This was a case that led to the landmark Brown vs Board of Education decision.

Volunteer Opportunities at each show include **ushering (2)**, **greeting guests upon arrival and providing direction to theater (2)**, **hospitality support and green room assistance (1)**. Chairs will be available at each station, however, some will require movement, use of stairs, and navigating dimly lit spaces. Flashlights and seating charts will be provided for ushers. When volunteering a seat will be reserved for you to stay and enjoy the performance. These shows always have a great crowd and are so fun to watch!

Landmark Live! Concert Series

Sunday October 6th: Ruth Moody

Friday October 18th: Pieta Brown

Friday November 15th: Foxgloves

Friday December 20th: Annie Mack

Doors Open @ 6:45p.m. / Concert @ 7:30p.m.

Volunteer Shift 6:00 - 8:00p.m.



Landmark Live is our Fall concert series that embraces the tradition of bringing a variety of eclectic artists to the F.K. Weyerhaeuser Auditorium. Hosted by KFAI radio personalities these concerts highlight the Indie folk music scene locally and nationally. Concerts begin at 7:30pm with doors opening to the Auditorium at 6:45pm. The bar will be open along with a light spread of food items beginning at 6:30pm. This year we have an all female line-up!

Volunteers assist as **Ushers (2)** helping patrons find seats within the auditorium. This requires volunteers to be on their feet and be OK with stairs. Seating charts are provided as well as flashlights to assist late arrivals when necessary. Volunteers also serve as **Greeters (1)** welcoming guests to Landmark and ensuring they find the Auditorium with ease. We usually have other events going on in the building and this is helpful for our guests. Volunteers help with our **Hospitality (1)** service, monitoring our snack offerings and replenishing as needed. As a volunteer you will have a seat reserved for you to stay and enjoy the performance and one free drink ticket in addition to your parking reimbursement. We have a great line-up of strong female artists this year!

Sunday's at Landmark: Great Pumpkin Festival



Sunday October 27th

1:00 - 3:00 p.m.

Volunteer Shift Time: 12:00 - 3:00 p.m.

Enjoy Halloween festivities and the ability to see all the costumes at Landmark Center with live entertainment that will entertain all our senses with spooky sounds, spooky movements, and illusions. Not to forget the cutest costume parade and crafts. Bring your family and Halloween spirit. Costumes not only welcome—but encouraged.

Volunteers are needed to assist kids, or those young at heart, with a few easy **crafts (4)**. In addition we will need volunteers to help at **various stations with simple activities (3)**. Chairs will be available at each station, however, there will be times when standing may be necessary. Our Halloween crafts are always very fun and we try to keep them as simple as possible. In addition to our craft and activity stations we will also need help at our **welcome table (1)**.

Gangster Ghost Tour



Wednesday October 30th, 2024

Event Time: 6:00 - 10:00 p.m.

Shift Time: 4:30 - 10:00p.m. **Dinner is provided**

History will haunt the halls of Landmark Center once more with the return of this annual favorite! Gangsters return to life providing chilling and sometimes comical performances of illustrious life as notorious gangsters who walked the halls of Landmark Center past. Guests are led through the building, finding ghosts along the way. Each will share a snippet of what it was like being a Gangster in St. Paul. This is a community favorite and has sold out in years past. We have some new characters this year, along with a few new guest experiences. It is going to be a blast!

Volunteer Group Leaders (6) are needed to lead groups through the building, following a pre-determined route. No knowledge of the building or history is required, the ghosts will do all the talking. This does require lengthy standing, and walking in dimly lit hallways. Flashlights are provided for each guide. Each route takes approximately an hour and 15 minutes to complete. You will lead 2 groups through the route during the shift. Comfortable shoes necessary!

Volunteers (2) needed at our **Hospitality Station** to assist the staff with the service of cookies and hot cider for patrons awaiting their tour. Chairs are provided and little standing is required. Staff will assist with refreshing the hot cider. **Volunteer (1) to manage tour dismissals**, announcing the tour departures and gathering attendees.

Volunteer (1 - 2) to assist with guest mug shot photo station. **Volunteers (2)** to assist with guest check-in.

Help Decorate for the Holidays



Tuesday November 26th

9:30 a.m. - 12:00 p.m.

12:30 - 3:00 p.m.

Courtrooms 408, 430, 326, 317

2nd floor Balsam, Hamm Foyer Tree

Help is needed to dress Landmark Center in all her Holiday Cheer. This year, we are going to get it all done in one day. I have split the day into two shifts with the morning concentrating on the Courtrooms and the afternoon on the balsam roping around the 2nd floor and Hamm Foyer Tree. Both shifts will have lunch together at 12:00pm. These tasks requires volunteers

to be comfortable bending, twisting, light lifting and reaching. Chairs available in each area for breaks as needed. We will have some members of the building crew helping and joining us for lunch too! It is fun way to spend the day and get into the holiday spirit.



Save the date!

Friday November 8, 2024

5:30 - 10:00pm

12th annual
Landmark Center
Gala Fundraiser

Bring your beach vibes for
Rio Di Janeiro.

Landmark Center will welcome guests to the vibrant beach life of Rio Di Janeiro for our 12th annual *Once Upon a Time* fundraising Gala. I hope many of you will consider volunteering. Without our amazing volunteers we would not be able to produce such a successful event. Many hands make light the work!

Last year was the first of our destination themes, as a nod to one of our signature *Sundays* programs *Urban Expedition*. This year the theme continues and we are traveling to Rio Di Janeiro Brazil, more specifically the Copacabana Beach and boardwalk. The Copacabana beach is a place to see and be seen, just as our Gala is. This is the biggest fundraising effort supporting the work we do through our community programs throughout the year. Having the funding earned this night allows us to continue to make connections with many community groups throughout the year and provide a space that welcomes the celebrations of many.

Shift Times will vary depending on event assignment.

Opportunities available prior to Gala as well.

Dinner is provided for any volunteers who work shifts that span
5:00 p.m. or later the night of the Gala

Prior to the event volunteers are needed to help package our take away gift bags. We also appreciate help the day of the event with set up prior to the event start time.

During the event we need help at our Registration/Welcome Table, Coat Check, Wine Wall, Photo Station, Make-Me-an-Offer Station, Gala Gear, Live Auction Bid Spotters, and Volunteer Hospitality Room assistance. These opportunity shifts vary in time. In many cases you can help at multiple stations throughout the night which is incredibly helpful.

Please fill out the enclosed form or contact Jenny to express your interest in participating in this years festivities! Let me know if you have any questions. Final assignments will be determined by staff and sent prior to event.

I hope to see you at the Copa!

46th Annual Landmark Center Old Fashioned Holiday Bazaar



Friday December 6th: 10 a.m. - 7 p.m.

Saturday December 7th: 10 a.m. - 5 p.m.

Sunday December 8th: 12 p.m. - 5 p.m.

**Twilight shopping Friday 4 - 7pm : Complimentary beverage w/admission*

This is the 46th year for the Holiday Bazaar. We saw an unprecedented amount of applicants this year giving us a full vendor line up that will once again include the third floor Courtrooms. We will also see a new schedule with the event shifting to a Friday - Sunday schedule. We are hopeful that by shifting to the weekend that we will see new and increased attendance. It is sure to be a wonderful three days! We look forward to your help again and seeing your smiling faces. Don't forget to do some shopping, too! Parking and beverage tickets will be provided as in years past. All volunteer shifts will be seated for the entirety of the shift with 2 volunteers scheduled at each station. The new schedule has brought new hours as well, with each day having a unique shift schedule.

Volunteers are needed to staff the following stations.

Entrance Tables: (2) volunteers per entrance table per shift. At this station volunteers take money from patrons as they arrive to the Bazaar. They manage a cash box, programs, discount postcards, and wristbands. Volunteers are seated for the duration of the shift. We will be operating two entrances; 5th and 6th Street doors only.

12 volunteers needed on Fri. (6th). Shift times: 9:40 a.m. - 1:00 p.m. | 1:00 - 4:00 p.m. | 4:00 - 7:00 p.m.

8 volunteers needed on Saturday (7th). Shift times: 9:40 a.m. - 1:00 p.m. | 1:00 p.m. - 4:30 p.m.

6 Volunteers needed on Sunday (8th) Shift Times: 11:40 a.m. - 2:00 p.m. | 2:00 - 4:30 p.m.

Raffle: (2)volunteers per shift. This station sells raffle tickets at our raffle area. They also watch over the raffle items to ensure their security. They manage a ticket envelope and money. Volunteers are seated for the duration of the shift.

6 volunteers needed on Friday(6th). Shift times: 10:00 a.m. - 1:00 p.m. | 1:00 - 4:00 p.m. | 4:00 - 7:00 p.m.

4 volunteers needed Saturday(7th). Shift times: 9:40 a.m. - 1:00 p.m. | 1:00 - 5:00 p.m.

4 volunteers needed Sunday (8th). Shift Times: 11:40 a.m. -2:30pm | 2:30 - 5:00 p.m.

Raffle winners are announced at 3:30 p.m. on Sunday. Last Raffle shift will help with packaging items.

Contact Jenny at 651.292.3237 to sign up or if you have any questions about the Bazaar, and the duties described above. Consider bringing a friend to volunteer with you.

**** The Gift Shop will be scheduled separately****

Sunday's at Landmark: Santa's Workshop



Sunday December 15th

Event Time: 1:00 - 3:00 p.m.

Shift Time: 12:00 - 3:30p.m.

Landmark Center welcome's Santa to greet and take photos with families in St. Paul. This is a very fun event allowing kids their moment with Santa, the opportunity to write him a letter, and make a gift-worthy craft for family & friends and a small petty zoo.

Volunteer Opportunities: (4 - 6) volunteers needed to assist kids, and those young at heart with **crafts and EASY games.**(2) **Volunteers** needed to assist with **Pictures with Santa.** (2) **Volunteers** needed for the gift wrap station. (1) **Volunteer** will be needed for the **Welcome Table.**

Some stations will require volunteers to be standing, bending and twisting. The welcome table will remain seated.

Meet Landmark Center's Staff

The Landmark Center staff has seen both a lot of growth and change over the past few years. These wonderful people make up the incredible team that keeps Landmark Center running everyday. We are all so thankful to have you as part of our team!

**Suite
404
Main
Office**



Amy Mino

Executive Director



Lynn Chase

Business Manager



Kaitlin Moe

Executive Assistant



Kate Sebes

Development Assistant



Emma Hamilton-Seeley

Community Programs Director



Holly Watson-Wetzel

Programs Manager



Emma Spooner

Programs & Marketing Associate



Jenny Reinhard

Visitor & Volunteer Services

**Suite
407
Rental
Office**



Hilari Baatz

Events Director



Troy Stark

Liquor Manager



Grace Anderson

Events Associate



Kyrsten Hornfeldt

Gift Shop Assistant

Building Crew - Sub-basement



Matt Scoggins

Building Superintendent



Justin Weiland

Building Engineer



Paul Sear



Steven Dirckx

Building Crew



Israel (Izzy) Ramirez

Building Crew



Mike Dasovich

7 Building Crew



Jabbar Freeman

EIDS / Security



Michael Koehler

Security



Ben Dickhausen

Painter / Bldg Crew

Not Pictured:

Jack Jones
Sat/Sun Crew

Tyrone

Fri-Mon Crew

Sunday's at Landmark: Urban Expedition



Join us for the 18th season of Urban Expedition

Event time: 1:00 - 3:00 p.m.

Shift Time: 12:00 - 3:30 p.m



January 12th, 2025 (India) February 23rd, 2025 (TBA) March 30th, 2025 (Guatemala)

April 13th, 2025 (Venezuela) May 4th, 2025 (TBA)

Landmark Center's popular Urban Expedition program, which provides families with an opportunity to learn about the world here in Saint Paul's backyard, is entering its 17th year. The five individual programs provide authentic cultural experiences that include music, dance, crafts and traditions from different destination countries.

Volunteer Opportunities: Each event depends on volunteers to assist with a variety of stations. We need help at our **welcome table (1 - 2)** welcoming guests and distributing event programs and passports. At our **Passport Picture Station (3)** taking photos of guests, operating our small portable printer printing pictures, and helping guests attach them to their passports. Volunteers also support our **Craft and Postcard stations (3 - 4)** helping guests young and those young at heart, with easy crafts that are a reflection of the culture we are celebrating. There are usually some **miscellaneous tasks (1 - 2)** that may come up. Each event is unique as we partner with local cultural groups that represent the designated country, keeping the experience as authentic as possible for our guests.

Sunday's at Landmark: The Mosaic Festival: Dance and Music of World Cultures



Sunday February 16, 2025

Event Time: 11:00 - 3:00 p.m.

Shift Time: 10:45am - 2:45pm

Join us at Landmark Center for an afternoon filled with the music, dance, language, food, costume, and arts & craft traditions countries around the world. This program is in partnership with Ethnic Dance Theater.

Volunteer Opportunities: Volunteers are needed at **Entrance tables (4)** to take door admissions and hand out programs and wrist bands. This opportunity will have you seated the entire shift. Door admissions will be taken at the 5th Street and 6th Street doors. We will have 2 volunteers per entrance and staff available to provide a break. Lunch and parking will be provided.

Irish Celebration & Sunday's at Landmark Day of Dance



Sunday March 16th

Irish Day of Dance

Shift Times: 10:00 a.m. - 1:30 p.m.

1:30 - 4:30 p.m.

Monday March 17th

Irish Celebration

Shift Times: 9:00 a.m. - 1:00 p.m.

1:00 - 4:30 p.m.



*Parade may not be over by 1pm, we can be flexible on the shift change.

St. Patrick's Day events are always fun at Landmark Center full of wonderful Irish music and dance by the IMDA. The LCVA sells Irish trinkets and accessories as one of our annual fundraising efforts. This is one of our largest earning fundraising events for the LCVA. Funds earned through these efforts help support the LCVA yearly budget for our monthly program meetings and outings, and also contributes to the donation the LCVA gives to Minnesota Landmarks to support programming of Landmark Center as a whole. This year I have both Irish Celebration and Day of Dance on the calendar. It is up to the LCVA membership if they would like to staff one or both. Volunteers who work these events should be comfortable handling money, interacting with people, and be OK with loud music as the event entertainment can be loud. Chairs, light snacks and beverages are provided as well as parking validation. These

Safety and Inclement Weather Policies

The safety of our volunteers is of the utmost importance to us. We want you to feel safe while volunteering at Landmark Center. Please reach out to staff if you have any concerns regarding your volunteer work or station assignments. Be sure to alert staff if you decide it is not safe for you to come in for a scheduled shift due to a safety concern. You can contact Jenny @ 651.292.3237 / 651.283.0696 or Emma Hamilton-Seeley at 651.292.1239

Landmark Centers **Critical Safety Policies** have been updated and a copy will be at the Information Desk. Copies are available for any volunteer who would like a copy. **Entrances:** If we have an event where you will be arriving prior to when the building is open to the public we will designate one of our regular entrances so you can safely gain access to the building. Moving forward we will avoid designating the loading dock for early arrivals. **Inclement Weather policies:** We know weather can make travel treacherous due to snow, cold and excessive heat or storms. If we are experiencing a weather event that would make your travel to Landmark difficult it is OK to choose to stay home. Please connect with staff to alert them that you will not be in for your shift. If there is a recommendation for no travel it is advised that you take extra precaution and likely our planned event may adjust or cancel as well.

On-Going Volunteer Opportunities

Assisting at our many community programs is not the only way to volunteer at Landmark Center. If you are looking for something that is more consistent and year round consider the following areas that regularly need volunteer support through out the year. We have many volunteers who serve in multiple areas.

Visitor Information Desk - Do you love St. Paul? Do you love Minnesota and all it has to offer? Do you enjoy meeting new people? This may be the opportunity for you. Landmark Center is home to the official St. Paul Visitor Information Center. We get visitors from around the globe, and our own backyard, interested in the building, the city and greater metro area, as well as the State. Volunteers assist guests with general questions helping them with general directions, suggestions for things they can see and do, and more. Volunteers staff the desk Sunday - Friday in 3 - 4 hour shifts. This opportunity will have volunteers seated for the majority of the shift. Ability to use a computer and conduct basic web searches is strongly desired. Knowledge of St. Paul, and its vibrant cultural and dining offerings desired, or an interest to learn. A 2 shift per month commitment is appreciated.

Gift Shop: Do you enjoy retail? Do you enjoy visiting with new people? Landmarket gift shop may be the right fit for you. Our gift shop features a variety of St. Paul and Minnesota Souvenirs as well as gift items for travelers and locals alike. Proceeds from the gift shop support our free and low cost community programming. Volunteers serve as sales clerks assisting guests and handling sales transactions. Standing is required w/ chair or stool available. Some reaching and bending may be required. Willingness to learn or experience operating a point of sale system (cash register) is preferred. Comfortable taking cash and credit forms of payment necessary. 2 shift per month commitment is desired. In addition to sales clerks, we are also looking for a volunteer or two who would like to assist with merchandising and keeping the shop looking fresh and well stocked, as well as assisting with processing new merchandise when it comes in. If you held a retail job in the past and loved the behind the scenes tasks over guest services, this is another area that we could use additional help.

Tours: Do you enjoy history? Do you enjoy architecture and preservation? Do you enjoy meeting new people and sharing that knowledge? Being a tour guide may be the opportunity for you! Landmark Center offers free weekly building tours year round. In addition to our free weekly tour, we also book private group tours upon request. Tours typically take 60 minutes and will have you on your feet for that duration of time moving through the building. Once you are comfortable with the building tour, if you would like to take your tour guide experience to the next level, consider becoming a "Character Guide" assuming the role of someone who worked in St. Paul on either side of the law to inform guests what St. Paul was like during our Gangster Era for our Gangster Tours. Becoming a Character Guide is not required, but optional. The ability to commit to one building tour a month is desired.

Office Assistance / Data Entry: We periodically need assistance with administrative tasks stuffing envelopes, entering survey results into a spreadsheet, etc. In some instances volunteers should be comfortable working on a computer and using Excel. We usually bring volunteers in for Admin Support 3 - 5 times per year.

If you have any questions about the above opportunities please contact Jenny Reinhard.

Benefits of Volunteering with Landmark Center

Minnesota Landmarks Inc. is very appreciative of all the support our volunteers provide throughout the year and could not fulfill our mission without them. In recognition of this we hold two celebratory luncheons each year (December & May), provide special programming monthly (September - May), reimburse parking/bus expenses, and extend special opportunities in the community to our volunteers when able. In addition to what Minnesota Landmarks provides, there is also a sense of friendship and community engagement that many volunteers express they feel when volunteering at Landmark Center. There are many opportunities for socialization within our volunteer program and take pride with how many friendships have blossomed over the years. If you are interested in becoming a volunteer consider joining us for one of our monthly meetings or attend one of our community programs to see our volunteers in action. We welcome new faces and are happy to answer any questions you may have. To learn more contact Jenny Reinhard (Assoc. Dir. Visitor & Volunteer Services). 651.292.3237 or jreinhard@landmarkcenter.org

LCVA Advisory Board 2024 / 2025

The Landmark Center Volunteer Association has an Advisory Board that represents the LCVA Association, governs volunteer funds and sits on various MN Landmarks board committees as volunteer representatives. If you would like to learn more about the open seats on the board please reach out to any current board member or Jenny Reinhard.

LCVA President: Andrea Burg

VIC Desk Chair: Judy Swanholm

LCVA Vice President: Bob Wagner

Tour Chair: - Open -

LCVA Past President:

Gift Shop Chair: Dee Johnson

LCVA Treasurer: Jean Wagner

Program Chair: -Open-

LCVA Secretary: -Open-

Newsletter Chair: -Open-

Jenny Reinhard can provide contact information for Advisory Board Members by request.

The Advisory Board meets the first Tuesday bi-monthly September—May.

Mission Boosters



Our staff works very hard throughout the programming season and sometimes needs extra help with miscellaneous tasks. These are tasks that you can bring home with you and return when complete. Or work on during a shift at the Information Desk, Gift Shop, or in our main office. There is no rhyme or reason to when we would need help, but knowing that you are willing to be a mission boosting friend allows our staff to reach out when these opportunities arise. Staff will reach out to our list of Boosters first when these opportunities come up.

Craft Prep - Sometimes our program crafts need some prep work prior to an event. This can include cutting out shapes, tracing patterns, or packaging supplies for a take-home element. If you don't mind having some busy work to do at home, or at Landmark Center, consider adding your name to the list.

On-Site Assist for smaller events - there are programs on our calendar that do not require major volunteer support, however, having an extra set of hands to help with miscellaneous tasks such as handing out programs, welcoming guests and fielding general questions can be helpful. Examples of events that would lend well to this kind of help are lectures and concerts. Also, hospitality support at our North Gallery openings.

Commit to bringing people to a Landmark Center Program - building our audience is a continual mission of Landmark Center. If your friends or family have not joined you for a program, commit to bringing them for one this year! Word of mouth is our best form of advertising in the community!

Share your Ideas - Have a program idea and a great connection. Don't be shy! Share it with the programming team. We are not always able to build a new program into an already planned season, however, we are already working on the 2025/2026 season and beyond. If you feel something would make a great community program we would like to hear about it.



History of the Landmark Center Volunteer Association (LCVA)

By volunteering at Landmark Center you become part of a legacy started in 1979 by community members who came together and worked on the effort to save the old Federal Courts building from the wrecking ball and worked tirelessly on the campaign for the restoration that made Landmark Center what it is today. It was civic engagement that brought Landmark Center back to life after years of neglect and disrepair, and it has been decades of community support ever after that has maintained this gem for our community to enjoy. When you join the LCVA you are not only a volunteer, but part of this story that we hope continues for decades to come.

Being a Volunteer Brings.....



Friendship



Community Engagement



Learning Opportunities

Minnesota Landmarks Inc
Landmark Center
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Saint Paul, MN 55102

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