

# **Volunteer Policy**

**MUSEUM**  
STRATHROY-CARADOC

## **1. Introduction**

Museum Strathroy-Caradoc invites and encourages residents of Strathroy-Caradoc to become active volunteers at the museum through assisting in various programs and curatorial activities at Museum Strathroy-Caradoc.

Museum Strathroy-Caradoc appreciates the time energy, expertise, energy and dedication of all volunteers, without whom, a number of activities and specific tasks would not occur.

## **2. Volunteers**

A volunteer is a person who performs a service requested, agreed upon and supervised by Museum Strathroy-Caradoc, without monetary payment or a tax receipts. Such an individual agrees to follow the policies of Museum Strathroy-Caradoc.

### **2.1 HOW ARE VOLUNTEERS AND THEIR ACTIVITIES MANAGED?**

- 2.1.1 The Curator & Cultural Co-ordinator has ultimate responsibility for volunteers and staff and their activities at Museum Strathroy-Caradoc, and has the authority to direct their activities.
- 2.1.2 Specific tasks, activities and training will be assigned and supervised by a professional staff member.
- 2.1.3 Museum Strathroy-Caradoc encourages a partnership between Board Members, staff and volunteers to ensure an atmosphere where mutual respect and common goals will foster a productive and friendly working atmosphere for all.

### **2.2 PROCEDURE FOR BECOMING A VOLUNTEER:**

- 2.2.1 New volunteers fill out a volunteer application form and will be interviewed by museum staff and/or the volunteer co-ordinator.
- 2.2.2 The individual agrees to respect and follow the Museum Strathroy-Caradoc policies and procedures by signing an agreement to this effect.
- 2.2.3 The new volunteer is given an orientation to the museum and training specific to their volunteer interests. A staff person of the Museum will provide the orientation and training. Additional training or reading may be required for some volunteer positions.
- 2.2.4 The volunteer accepts the decisions and guidance of professional staff in the performance of duties.
- 2.2.5 In the event of unsuccessful performance, the person can be relieved of their responsibilities.

## 2.3 WHAT CAN A VOLUNTEER EXPECT FROM THE MUSEUM?

- 2.3.1 A volunteer is asked what areas of Museum work are of interest. The volunteer is assigned specific tasks and activities that are suited to their interest and skills.
- 2.3.2 A volunteer is provided with a written job description detailing duties and responsibilities in the organisation and the title of an immediate supervisor.
- 2.3.3 A volunteer is provided with the necessary training in order to fulfil the commitment, and to allow for personal and professional development.
- 2.3.4 A volunteer is provided with a safe workspace.
- 2.3.5 A volunteer is provided with the supplies and tools needed to perform their tasks or activities.

## 2.4 GENERAL STATEMENT

Volunteer positions supplement and complement paid or professional staff positions. A volunteer will not be hired in a permanent paid professional position, even temporarily, while in a volunteer position. Any volunteers, who wish to apply for a staff position with Museum Strathroy-Caradoc, must resign their volunteer position before submitting an application for employment with Museum Strathroy-Caradoc.

## 3. Policy Review and Approval

The Museum Strathroy-Caradoc *Volunteer Policy* is approved by the Museum Strathroy-Caradoc Advisory Committee.

The *Volunteer Policy* is to be reviewed on an annual basis, or at any time that changes are deemed necessary. The Director/Curator, in conjunction with the professional staff, conducts the review. The revised version is submitted to the Museum Strathroy-Caradoc Advisory Committee for approval.

This *Volunteer Policy* may not be altered without the consent of the Museum Strathroy-Caradoc Advisory Committee.