



Volunteer Application Form

The Chilliwack Museum and Historical Society accepts applications from individuals interested in volunteering for the Society. Volunteers work at either the Museum or the Archives facilities, and are trained and supervised by Museum and Archives staff. To be considered for a volunteer position, please complete this form and return to the Museum administration office.

Date:	Address:
Name:	City:
Phone:	Postal Code:
Emergency Contact:	Email:

1) Please indicate the area(s) of service which interest you:

- Museum Volunteer:** Undertaking visitor services at the Chilliwack Museum, including welcoming guests, providing program and exhibit information and operating the Museum's gift shop. Museum volunteers work 2.5 hour shifts.
- Archival Volunteer:** Archival volunteers work with the library, photographic and archival collections at the Archives. Tasks may include data entry, cataloguing, digitization, filing, research, or reference services.
- Curatorial Volunteer:** Curatorial volunteers work with the Museum's collection of historic artifacts. Areas of interest include collection conservation, database management, exhibit development, exhibit research and special projects.
- Education Volunteer:** Education volunteers assist with the delivery of school programs and/or assist with special events.

Museum:
45820 Spadina Ave
Chilliwack, BC, V2P 1T3
604.795.5210

Archives:
9291 Corbould Street
Chilliwack, BC, V2P 4A6
604.795.9255

info@chilliwackmuseum.ca
www.chilliwackmuseum.ca



2) Please provide a summary of your previous work and/or volunteer experience:

3) Please provide a summary of your education, expertise and special interests:

4) How did you find out about the volunteering at the Chilliwack Museum and Archives?

5) Please provide the name and phone numbers of two references:

6) Do you consent to a criminal records check? Yes / No

7) Please indicate the dates and times available (Monday - Friday, 9:00 am to 4:30 pm):

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 11:30					
11:30 – 2:00					
2:00 – 4:30					

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Chilliwack Museum and Historical Society

VOLUNTEER POLICY

The Chilliwack Museum and Historical Society recognizes the important contribution its volunteer workers make to the good functioning of the Museum and Archives programs. Volunteers not only provide essential assistance to the salaried Museum staff, but represent the community-based nature of the Museum and Archives. The purpose of this policy is to recognize the role volunteers play, to define their privileges and responsibilities, and to enhance the effectiveness and self-fulfillment of volunteers.

What the volunteer can expect from the Museum and Archives:

1. To be treated as co-workers
2. To be given assignments that appeal to their interest and are compatible with their abilities
3. To be given orientation to the Museum and Archives.
4. To have a clear written job description available.
5. To receive training and sound guidance.
6. Before any major assignment is given, an inventory is made of the person's experience, interests and resources.
7. Recognition that members have other commitments (family, job, etc.) which will sometimes take precedence.
8. Recognition of each member's equally important contribution.
9. To be given support, feedback, recognition and opportunity for growth.
10. Recognition of importance of the time, talent and skills provided by the volunteer.

What the Museum and Archives can expect from a volunteer:

1. To be sincere in their offer of service.
2. To become knowledgeable about the purposes of the Museum and Archives.
3. To be loyal to the museum and to maintain its integrity.
4. To realistically estimate time available.
5. To carry out duties promptly, reliably and effectively.
6. To give notification when unable to attend meetings or assignments.
7. To accept guidance and direction of Director and/or Coordinator of Volunteers.
8. To respect the confidentiality of the business that is carried out by the Museum and Archives.

Policy

1. All volunteers are required to fill out an application with the volunteer coordinator.
2. Those wishing to work in the archives will be required to fill out an additional archives volunteer application form.
3. Those not providing references or who refuse a criminal record check will not be accepted as volunteers.

4. As a minimum one or more of the following skill sets are required:

- Ability to communicate clearly, in writing and orally.
- Word processing skills and an ability to be self-sufficient in terms of job assignments.
- Ability to produce accurate work.
- Preferably 2 years work and volunteer experience.
- Experience carrying out research.
- Experience organizing and prioritizing workload.
- Commitment to an organization's goals.
- Experience dealing successfully with people with a range of abilities.

5. Review period

Even with the most careful recruitment and selection, a volunteer placement may not work. It is difficult for a volunteer to know if a particular placement is what he/she really wants to do, and difficult for an organization to know if a volunteer will match its needs and requirements, until both sides have tried it out. From this point of view it can be useful for both the organization and the volunteer to review the placement after a reasonable period of time – to ensure both sides are happy. If for instance, a volunteer is happy in the organization but not in his/her particular role, then it might be possible for the role to be changed or for the volunteer to understand that the organization is not capable of fulfilling the volunteer's expectations.

6. Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with senior staff or the Director.

7. Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of equipment or materials, abuse or mistreatment of clients or co-workers, failure to abide by policies and procedures, failure to meet physical or mental standards of performance, chronic absence or tardiness, and failure to satisfactorily perform assigned duties.

Yes, I agree to the terms as outlined in the Volunteer Policy

date