

# **VOLUNTEER POLICY**

## **Purpose and Scope**

The Albany Regional Museum relies upon the services of volunteers to assist in a number of functions, which includes but is not limited to: Docent-Visitor Services; Exhibits; Education; Collection; Maintenance; Administration; and the Newsletter. It is intended that volunteers supplement and support rather than supplant paid staff. In many cases, volunteers bring important skills and expertise to the Museum and facilitate new ideas that aid in operational efficiency and effectiveness.

## **Application and Selection**

Applicants for volunteer duties at the Albany Regional Museum must be 16 years of age or older at the time of application, able to work during Museum business hours Monday through Saturday, and commit to a minimum of four (4) hours per month. Students younger than 16, must be accompanied by a parent or guardian during volunteer time.

*Volunteer applicants must complete the following:*

- Volunteer Application or Student Volunteer Application
- If 18 years or older, Criminal History Disclosure form.

*Upon selection, volunteers must complete the following:*

- Code of Ethics & Conduct Policy Agreement
- Confidentiality Policy & Agreement

In the interest of the safety of Museum staff, volunteers and visitors, and facility security, a background check is required. Automatic disqualifiers to serve as a volunteer with the Museum include convictions for crimes involving sexual offenses, violence, or theft. Mitigating circumstances shall be considered in any final decision on service as a volunteer.

Interviews with prospective volunteers shall be conducted by the Museum Executive Director. Museum Board Members may participate in volunteer applicant interviews at the Executive Director's request. The application, criminal history check, and interview results shall be submitted to the Museum Executive Committee for final approval or denial of application.

## **Training**

All volunteers with the Museum must attend a basic orientation that outlines Museum services and functions. Additional specialized training may be required, depending on the volunteer assignment.