

**WOODLAND CULTURAL CENTRE
VOLUNTEER APPLICATION**

Name: _____

Address: _____

(city) (postal code)

Phone: (home) _____ (work) _____

Employment Record:

Do You Work Full Time _____ Part Time _____

Place of Employment _____

Position Held _____ Length of Employment _____

Education:

Are You Currently a Student? Yes _____ No _____ Where _____

What are you studying? _____

Availability: What hours are you available?

	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
MORN.							
AFT.							
EVE.							

Do you have access to a vehicle? Yes _____ No _____

Do you have any specific skills to offer our organization? _____

What are your interests? (please check applicable areas)

research _____ computers _____ displays/exhibits _____ public speaking _____ arts/crafts _____

interpretation/tours _____ public relations _____ fund raising _____ educational services _____

governance/board _____ special events _____ sewing _____ committees _____ photography _____

carpentry _____ other _____ please explain: _____

Have you ever volunteered before? If so, where? _____

WCC

List three volunteer or work related references including their phone numbers and the nature of the relationship (e.g. employer, volunteer supervisor, teacher, co-worker, etc.)

1. Name: _____ Phone # _____

Relationship: _____

2. Name: _____ Phone #: _____

Relationship: _____

3. Name: _____ Phone #: _____

Relationship: _____

Have you had a police check? _____ Are you willing to get one? _____

How & where did you hear about the Woodland Cultural Centre? Please check areas that apply

Brantford Expositor _____ Posters/Flyers _____ Community Radio _____ Cable TV _____

Special Events _____ Community Radio _____ Teka _____ Turtle Island _____ other newspapers _____

Centre's newsletter _____ Other (please list) _____

Comments: _____

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I hereby declare that the foregoing information is true and complete. I understand that a false statement may disqualify me from the Woodland Cultural Centre's volunteer program, or cause my dismissal. Further, I permit the Woodland Cultural Centre to contact the individuals listed as references, and make inquiries with the police authorities, to ascertain my suitability as a volunteer, if required.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
Date

**WOODLAND CULTURAL CENTRE**

**VOLUNTEER RELEASE/AGREEMENT**

I, \_\_\_\_\_, in applying to perform duties for the Woodland Cultural Centre, as a volunteer, fully understand and agree to the following:

1. To participate as a volunteer, I do hereby release and forever discharge the Woodland Cultural Centre, its Board of Governors and staff from any and all claims, demands, damages, costs, expenses and causes of action, whether in law of equity in respect to death, injury, loss or damage to my person or property, howsoever caused arising out of participation in any volunteer activity.

In consideration of the same, the undersigned do further hereby undertake to hold and save harmless, and agree to indemnify, the WCC, its Board of Governors and staff from and against any and all liabilities incurred by any or all of them arising as a result of, or in any way connected with, my participation in the said activity including without limitation any claims made or brought on behalf of any claimant.

2. That I will not receive any remuneration, salary, wage or any employee benefits whatsoever, or be covered by the Workers' Compensation Board.
3. That except as authorized, I will not use the Centre's facilities and equipment or divulge or make any use of confidential information.
4. That I wish to terminate my services, or if the Centre no longer has need of my services, then as much notice as possible will be given by either party, in writing, if possible.

Dated at Brantford, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Witness

**This form is to be competed and signed in duplicate by the volunteer, before being accepted by the Woodland Cultural Centre.**

Date Received by the Woodland Cultural Centre: \_\_\_\_\_

Initial: \_\_\_\_\_



## VOLUNTEER GUIDELINES OVERVIEW

The goal and objectives of the volunteer program reflect, support and reinforce the mandate and statement of purpose of the Woodland Cultural Centre.

### 1. INTRODUCTION

The Woodland Cultural Centre has established a volunteer development process, realizing the benefits to the site, to the volunteers and to the community of a pro-active volunteer body, participating in a vital community organization.

A "volunteer" is defined as anyone who performs a service requested, accepted and directed by the Woodland Cultural Centre, without pay.

Reimbursement of expenses incurred while performing the service does not constitute payment.

### 2. VOLUNTEER PROGRAM DEVELOPMENT

The Volunteer program is managed by the senior staff of the Woodland Cultural Centre.

The responsibilities for managing the volunteers involve:

- a. pre-recruitment development
- b. recruitment of volunteers in response to needs, utilizing various media and networking resources
- c. screening/interviewing
- d. orientation
- e. training
- f. placement, into appropriate activities and scheduling
- g. performance evaluation and monitoring
- h. re-assessment, revisiting programs & volunteer outcomes
- i. recognition – organization of appreciation events

### 3. VOLUNTEER EXPECTATIONS

All volunteers are to be provided with written job descriptions detailing the duties and responsibilities of their role. Volunteers will be assigned to a specific staff person who will act as their supervisor and who will provide the volunteer with an assessment of his/her progress.

Volunteers will also be provided with the necessary training required to fulfill their commitment, and provided with a safe working environment. The Centre is also responsible for liability insurance for volunteers.

In addition to an appreciation event planned for recognition of volunteer efforts to the Woodland Cultural Centre, volunteers are offered:

- a. ongoing special presentations such as educational seminars, special openings, and will be involved in staff training opportunities;
- b. subscription to the Wadriwah
- c. use of resource centre/library
- d. volunteers who have served for 5, 10, or 15 years will be recognized for their long-term commitment at a Volunteer Service Awards reception, held each year, during National Volunteer week.

### 4. WOODLAND CULTURAL CENTRE EXPECTATIONS

The Woodland Cultural Centre will allocate a budget for operating a volunteer program.

Volunteers will be interviewed and placed in positions suitable to their interests, skills and availability.

Volunteers are expected to carry out their duties at the same standard of professionalism that is expected

of all salaried staff. They will be reliable, flexible, responsible and enthusiastic. Each volunteer will be required to complete training sessions related to the Centre's policy. A volunteer may wish to terminate his/her services, or if the Centre no longer has need of a volunteer's service, then as much notice as possible will be given by either party, in writing if possible.

Volunteer opportunities at the Woodland Cultural Centre can be classified as, but not limited to

a. Ongoing projects - requiring a minimum commitment of 3 hours per week or 5 hours per month per year depending on need:

- educational services
- computer applications
- youth leaders
- special events
- ad-hoc committees
- revenue/funding sources
- interpretation

b. Limited team projects – (time commitment variations), such as;

- specific research
- costuming - sewing
- special events implementation
- working bees
- cooking/baking
- display/exhibits

Volunteer positions shall be regarded as supplementing and enhancing salaried staff rather than replacing them, and will not be placed in positions for which funding is available.

The Woodland Cultural Centre agrees that the co-ordination of the volunteer program be designated to a Volunteer Co-ordinator, who will serve as a liaison between the volunteers and the Woodland Cultural Centre Management Staff.

## **5. REVIEW**

The volunteer general guidelines will be reviewed regularly (or at any time when changes are considered necessary) by the Volunteer Co-ordinator, and Senior Management.