



Welcome and thank you for your interest in volunteering at the Peterborough Museum and Archives. Volunteers are key to the success of our organization.

Please complete **Volunteer Information Form** and the **Volunteer Contract**, and then return them to the Museum.

We will contact you to discuss volunteer opportunities, and to arrange a personal interview. Although there are not always volunteer openings available immediately, vacancies do arise, and special projects require extra hands. We will keep your application on file until we find a suitable placement for you.

All of the Museum's volunteer positions involve on-the-job training, and we do request that all potential volunteers be able to commit to a **Volunteer Project Design**, which will be completed in consultation with Museum staff. We do, however, understand that volunteers may move on to take employment, develop other commitments, etc., that require their attention.

Because of the nature of the Museum's collection, services, and programs, all volunteers are required to undergo police security checks. We can assist you with information on how to obtain this necessary documentation.

Thank you, once again, for your interest in helping the Peterborough Museum and Archives. We look forward to hearing from you.





ADULT VOLUNTEER APPLICATION

VOLUNTEER INFORMATION

Please tell us about yourself.

(All information is collected strictly for the administration of the Peterborough Museum and Archives Volunteer Program, and is confidential in accordance with privacy legislation. Please contact the Museum (705-743-5180) with any questions.)

Name	
Address	
Postal Code	
Telephone	
E-Mail	
Emergency Contact Name	
Emergency Contact Phone	

Please tell us about your skills. (Circle all that apply.)

Catering, food preparation and service	Sales, Cash register
Reception, Telephone answering	Interacting with children
Visitor services, guiding	Education and Teaching
Exhibit Installation	Communication, writing, editing
Media relations	Marketing
Facility maintenance	Research
Computer Skills (list programs)	Art, Design, Crafts (list)
Other?	

Please tell us about your past volunteer or work experiences.





Peterborough Museum & Archives

Please tell us about what interests you at the Museum. (Circle all that apply)

Archival projects	Promotion and publicity
Collections research	MUSE International Films
Clerical	School & Children's programs
Exhibit installation	Adult programs
Special Events	Visitor Services
Reception	Facility maintenance
Other?	

Please indicate your availability. (Circle all that apply)

Winter	Spring	Summer	Fall
Irregular/special events	Regular schedules	Mornings	Afternoons
Evenings	Weekdays	Weekends	On site
Off site	Indoors	Outdoors	

Please list 2 references whom we may contact. (Please print clearly)

Name	Telephone	Title/Position

Please include a copy of your resume.

Signature - _____

Date - _____





Peterborough Museum & Archives

VOLUNTEER CONTRACT

Rights of the Volunteer:

- ~ Enjoy your experience at the Peterborough Museum & Archives
- ~ Receive all necessary training for the Volunteer job
- ~ Be involved in interesting and challenging projects within the scope of what the Museum can provide
- ~ Be treated with respect and consideration by staff, volunteers and the public
- ~ Work in a safe and supportive atmosphere, free from harassment and exploitation
- ~ Have your private information respected and treated as confidential
- ~ Have your questions and concerns brought forward and addressed through appropriate measures
- ~ Be valued for your contribution and recognized for your accomplishments
- ~ Be a respected member of the Museum's team.

Responsibilities of the Volunteer:

- ~ Accept training, and regular assessment by a supervisor
- ~ Provide a security- or police check if required
- ~ Commit to a **Volunteer Project Design** developed by you, along with the Museum Volunteer Co-ordinator and Mentor
- ~ Notify the Museum if you can't come in for your regularly scheduled volunteer shift
- ~ Respect the policies of the Peterborough Museum & Archives, and exercise loyalty to the Museum and Archives
- ~ Address any concerns regarding Volunteer projects, policy, procedures, or personnel to the Volunteer Co-ordinator
- ~ Treat staff, volunteers, and members of the public with respect, co-operation and politeness
- ~ Treat all information regarding other volunteers, staff and the public as strictly confidential, avoiding the careless or deliberate disclosure of any information received or overheard whether imparted in confidence or not
- ~ Please respect the privacy of donors, volunteers, staff, the public and other institutions
- ~ All research and material created as part of your Volunteer Project on behalf of the Museum & Archives remains the property of the Museum.

Volunteer – _____

Mentor - _____

Volunteer Co-ordinator - _____

Date - _____

Welcome to the Volunteer Team!





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