

Policy Statement

A volunteer is someone who performs tasks for The Thorold Museum by donating their services and acting within the direction of and scope of the duties as determined by The Thorold Museum. Volunteers do not receive remuneration of any kind. Volunteers can enrich museum services and inform the public about the museum.

This policy applies to all volunteers including activities that take place outside the museums primary facilities.

Application Process

1. All volunteer applicants shall be asked to complete a volunteer application form (Appendix A), sign a Contract for Volunteer Services (Appendix B), and a waiver (Appendix C). Volunteer opportunities are listed in Appendix D. No volunteer will begin their assignment until they have been officially accepted for that position by the administrator of The Thorold Museum or designate.
2. The administrator and/or designate shall be responsible for selecting, interviewing, assigning and terminating volunteers. Every effort will be made to match volunteer ability to the opportunity available. The Thorold Museum reserves the right to show due diligence in determining the appropriateness of an assignment for any volunteer. The Thorold Museums overall mandate, however, always takes precedence and opportunity for volunteer involvement may be restricted.

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3. All volunteers will receive orientation to the organization and will be provided with the necessary training for satisfactory performance, including but not limited to relevant instruction in Health and Safety practices and AODA training.

Regulations

1. Volunteers shall only be used by The Thorold Museum to enrich or expand museum services or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.
2. Volunteers are members of The Thorold Museum in good standing
3. Minimum age requirements for volunteering is 14. Specific requirements of some volunteer tasks may impose other age restrictions.
4. Each volunteer shall have a specific paid staff member or member of the board of directors to whom the volunteer reports to who will be responsible for the day-to-day consultation, support and direction.
5. As representatives of The Thorold Museum, volunteers are responsible for presenting a good image to the community. Professional conduct and dress are expected at all times during a volunteer assignment. When volunteering in the museum or in the community on behalf of the museum, volunteers are expected to comply with Rules of Conduct Policy. Failure to do so may result in the volunteer being asked to leave.
6. In the event of an opening for a paid position on the library staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.
7. Volunteers are responsible for their own medical, disability or health insurance coverage as they are not entitled to any benefits normally provided

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by the museum, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB).

8. Volunteers are not paid a fee, salary or any other compensation by The Thorold Museum or anyone else for the work or services performed for The Thorold Museum.
9. The Thorold Museum has the ability to hire, suspend or dismiss volunteers at the discretion of the museum.
10. Volunteers are responsible for their own parking tickets and fines incurred during volunteer assignments.
11. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer. This includes respecting the privacy of all staff and visitors. Each volunteer selected to perform duties at The Thorold Museum shall be required to sign a volunteer agreement which includes a confidentiality clause. Failure to maintain confidentiality will result in immediate termination.
12. The Thorold Museum reserves the right to request a Criminal Record Check from a volunteer prior to any task assignment, such as, but not limited to, accessing cash. Any volunteer that may have contact with vulnerable members of society through activities involving children, seniors or persons with disabilities are required to submit a vulnerable sector check. A vulnerable sector check is completed once each calendar year.
13. All personal information is collected for internal purposes only. Volunteer records will be kept in a personnel file until the volunteer is no longer active. Files will be destroyed in a responsible manner.

14. Volunteers who do not adhere to the policies and procedures of the museum or who fail to satisfactorily meet the expectations of their volunteer assignment are subject to dismissal
15. The Thorold Museum may at any time, for whatever reason, decide to end the volunteer relationship. As well, the volunteer may at any time, for whatever reason, decide to end their volunteer relationship with the museum. Notice of such a decision should be communicated as soon as possible to the Administrator and/or designate.
16. If driving happens to form part of the volunteer's duties, then the volunteer is required to provide confirmation of a safe driving record (a clean driver abstract, and proof of vehicle insurance).

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Appendix A: Volunteer Application Form

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Appendix B: Contract for Volunteer Services

The Thorold Museum Contract for Volunteer Services

As a Volunteer, I fully understand and agree to the following:

1. I agree to hold harmless The Thorold Museum (“the museum”) and The Thorold Museum Board of Directors from all claims, demands, causes of action, loss, costs or damages that the museum may suffer, incur or be liable for in relation to any injury or property damage I may suffer or cause in connection with my participation as a volunteer. I hereby release, waive, indemnify, and discharge the museum and the Thorold Museum Board of Directors from all liability to my heirs, executors, administrators, and assignees for all loss or damage and any claims or demands for such loss or damage on account of injury to person or property.
2. I understand the Ontario Workplace Safety and Insurance Act does not apply to volunteers, and that as a result I am not entitled to make any claims for compensation pursuant to the Ontario Workplace Safety and Insurance Act.
3. Pursuant to section 39 (1) of the Municipal Freedom of Information and Protection of Privacy Act 1989, I authorize The Thorold Museum to verify all information and/or dates contained in my application including contacting the persons listed for the purpose of obtaining personal references and any data contained in my personnel file.
4. Except as authorized, I will not disclose, release or make use of any confidential or personal information that has been shared with, or acquired by me as a volunteer.

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5. I will not receive any remuneration, salary, wage, payment or any employee benefits whatsoever, and I understand that there is no employment relationship as a result of my volunteer activity. Further, I understand that The Thorold Museum may at its sole discretion reassign me or terminate my services as a volunteer, without notice or compensation.
6. If requested by the museum, I will provide a criminal record check performed within the past 12 months. I acknowledge that the museum will not reimburse me for the criminal record check.
7. I have read and understood the museums' volunteer policy and agree to abide by the conditions therein.

Signature of Volunteer Date

Print Name

Signature of parent or Guardian (if person is under 18) Date

Print Name

Appendix C: Waiver

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WAIVER AND RELEASE

Event:

Date:

Location:

In consideration of volunteering on behalf of The Thorold Museum and The Thorold Museum Board of Directors.

ELEMENTS OF RISK:

I acknowledge that my participation as a volunteer involves certain elements of risk including but not limited to cuts, abrasions, sprains, fractures, spinal injury, brain injury or even death. The risk of sustaining injury can result from the nature of the activity itself, natural and manmade, climatic conditions, the actions of third parties and the participant’s own physical condition and actions.

The risk of sustaining these types of injuries can result from the activity and can occur without any fault of the volunteer, or The Thorold Museum, its employees, agents, members or the facility where the activity is taking place. By choosing to volunteer in this activity, you are accepting all risk that you may be injured.

The chances of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

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If you choose to participate as a volunteer on behalf of The Thorold Museum and The Thorold Museum Board of Directors, you must understand that you bear the responsibility for any injury that might occur.

I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE The Thorold Museum and The Thorold Museum Board of Directors, its employees and members from all claims, demands, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to my person or property however caused, arising or to arise by any reason of my participation as a volunteer for The Thorold Museum and The Thorold Museum Board or Directors.

I FURTHER AGREE to save harmless The Thorold Museum and The Thorold Museum Board of Directors from and against and all liability arising from or as a result of, my duties as a volunteer for The Thorold Museum and/or The Thorold Museum Board of Directors.

In order to participate, I HEREBY AGREE to do so at my own risk and understand that I do not have access to WSIB as this is a volunteer event, unless otherwise specified in another agreement.

BY SIGNING this form, I acknowledge having read, understood and agreed to the above waiver, release, and to hold The Thorold Museum and The Thorold Museum Board of Directors harmless.

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**The Thorold Museum
Volunteer Policy**

Signature of Volunteer Date

Print Name

Signature of Parent or Guardian (if person is under 18) Date

Print Name

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Appendix D: Volunteer Job Descriptions

Photography and Scanning Volunteer

Purpose for Photography and Scanning

To preserve the local history of Thorold and make it available online for individual and institutional research purposes. To make digital copies of documents, photos and other records.

Job Description

Photography and Scanning Volunteers use cameras and scanning machines on photographs, records, maps, drawings, and other material. Photography may also include objects in the museum's collection.

Volunteers will follow all archival procedures including proper handling and storing of archival materials. Depending on the material handled, volunteers may be required to wear gloves and use specialized tools.

Requirements

- Manual dexterity to operate computers and equipment
- Attention to detail, ability to maneuver hands in a careful way when handling delicate material
- To sit at a desk for prolonged periods of time, up to 3 hours
- To view a computer screen for prolonged time, up to 3 hours
- Ability to lift boxes up to 50lbs, alternatively, museum staff can move the boxes to a more accessible location
- Ability to lift weight up to 5lbs repeatedly and with care while seated.

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Time Commitment

- In minimum one-hour increments
- Participation in training session of about one hour

Equipment use

- Computers on location
- Scanners, cameras
- Software applications (training provided)

Supervision Received

Museum Administrator/assistant administrator

Member of the Board of Directors

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Indexing Volunteer

Purpose for indexing volunteer

Indexing allows for the accessibility of information online. Indexing our digital record of scanned and photographed items creates a searchable database of information for anyone to use.

Job Description

Indexing involves naming files online, entering accurate information for those files from the information available on the images/files/documents into the required fields on our online database.

Requirements

- Ability to read and write English, and a willingness to learn to read English cursive writing.
- Attention to detail
- To sit for prolonged periods of time, up to 2 hours
- To stand for prolonged periods of time, up to 2 hours
- To view a computer screen for prolonged period of time, up to 2 hours

Time Commitment

- 1-4 hours per week

Equipment Use

- Personal computer/laptop provided
- Software such as Excel and Google suit

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- Software specific to our website (we will train you)

Supervision Received

Museum Administrator/assistant administrator

Member of the Board of Directors

Student Co-ops

Co-op Volunteer positions have been made available to high schools and post-secondary institutions at the museum to provide students with real life work experiences. The Thorold Museum participates in this program as a community service.

Each co-op placement within the library should be geared towards the students' interests and/or be as relevant to their studies or course assignment as possible. These volunteer positions are often unique and are temporary, having a set number of hours that need to be achieved.

Depending on the co-op, staff may be required to supervise and mentor these student volunteers.

Guest Speakers/Presenters

The Thorold Museum may take advantage of the knowledge, talent and expertise of community members to enrich the programs and services of the museum.

Typically, guest speakers and presenters are volunteers for a single event, workshop or training session, though sometimes they may volunteer for a series.

Examples of activates volunteer guest speakers and presenters could be involved with include but are not limited to:

- Author readings and visits
- Information workshops
- Lectures
- Event activates
- Demonstrations
- Musical entertainment
- Dramatic presentations
- Guest story telling
- Training (public/and/or staff)

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Other

Volunteers may approach the museum with their own ideas of how they would like to help. The museum will try to be flexible and work with volunteers to create opportunities when and where appropriate.

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Teen Volunteer

The Thorold Museum offers high school students the opportunity to volunteer so they may obtain the necessary community hours they require for graduation and so they can make a meaningful contribution to the community. The museum offers these opportunities as a service to the community.

Teen Volunteers will not do any tasks normally assigned to staff and will at no point displace a staff member. They will be assigned special duties, tasks, and projects to be determined at the start of volunteering. Tasks include but not limited to:

- Cutting crafts
- Folding pamphlets
- Setting up and taking down a program with the administrator/assistant administrator
- Assisting the administrator/assistant administrator during the program
- Indexing
- Scanning
- Cleaning the collection
- Organization

Depending on the volunteer opportunity, volunteers may be directed by staff or a member of the Board Of Directors of The Thorold Museum.

Requirements

- Manual dexterity to operate computers and office equipment

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- Continually lift objects under 1 kg for up to 2 hours; occasionally lift loads under 10kg
- Attention to detail
- To sit for prolonged periods of time, up to 2 hours
- To stand for prolonged periods of time, up to 2 hours
- To view a computer screen for prolonged period of time, up to 2 hours

Time Commitment

- 1-4 hours per week

Equipment Use

- Scissors and paper cutter
- Personal computer
- Scanner/ camera
- Software such as Excel and Google suit
- Cleaning supplies such as Lysol wipes, gloves, vinegar, soap and water

Supervision Received

Museum Administrator/Assistant Administrator

Member of the Board of Directors