Richland County Historical Museum
Volunteer Policy

The Richland County Historical Museum uses volunteers to supplement and support the museum staff. The Museum staff and board recognize that volunteers reflect the communities we serve and are vital for providing new and diverse viewpoints. The museum seeks volunteers with a range of skills and experiences to enrich the museum and the services it provides.

Selection of Volunteers

The volunteer application at the end of this policy, along with an interview, must be completed before volunteer service can begin. A background check may be required. The museum does not discriminate on the basis of race, religion, ethnicity, gender expression, age, or ability. Volunteers under the age of 16 are required to obtain written permission from a parent or guardian before beginning service.

Role of the Volunteer

Volunteers provide support to museum staff and board members. They do not replace trained staff, nor do they have the authority to make decisions that are the purview of staff or board members.

By applying and/or accepting an assignment, the volunteer agrees to:

- Complete orientation and any trainings
- Understand the purpose, structure and policies of the museum, and ask questions about policies and methods they do not understand
- Dress in a professional but safe and comfortable manner (no ripped or dirty clothes, no inappropriate sayings/images)
- Interact with visitors, staff and other volunteers in a polite and professional manner
- Maintain confidentiality about museum visitors and certain museum functions, such as fundraising.
- Provide advanced notice if you will be unavailable for a shift, or if your work assignment will be interrupted

Role of the Museum

In order to help volunteers succeed in their position, the museum staff and board agree to:

- Provide necessary orientation and trainings, supervision and assistance
- Treat volunteers with respect and dignity
- Place volunteers in positions that match their skills, abilities and interests, and that help them gain new skills

- Keep records of service and provide letters of recommendation as requested

Volunteer Placement

Work assignments will be decided upon between the volunteer and museum staff and board. Assignments may be short term, for specific projects and programs, or long term. Volunteers are responsible for getting themselves to and from the museum. Volunteers will not take any sort of compensation, including tips and gifts, for time spent or expenses incurred. The volunteer arrangement may be ended at any time, either by the volunteer or by the museum.

Approved by the Museum Board of Directors August 13, 2024

Volunteer Application

Name: _____

Address: _____

Phone: _____ Email: _____

Parental Permission (16 and under only)
I give permission for my child, _____, to volunteer at the Richland County Historical Museum. I understand that I am responsible for my child's behavior while volunteering, and for making sure that my child is able to get to and from the museum.

Name:_____

Signature:_____

Emergency Contact (Use parent/guardian if under 16)

Name: _____

Phone: _____ Relationship: _____

What is your availability? (Please mark all that apply)

Tuesdays 1:00-2:00 2:00-3:00 3:00-4:00

Thursdays 1:00-2:00 2:00-3:00 3:00-4:00

Saturdays 1:00-2:00 2:00-3:00 3:00-4:00

Other (please list) _____

Are you able to get to and from the museum to complete your assignment? Yes No
Can you easily bend, stoop, reach and/or grasp? Can you lift 20 pounds? Yes No
Do you have any current or upcoming commitments that might interfere with your volunteer assignment? Yes No

Have you ever been convicted of a crime that has not been expunged or pardoned, other than minor traffic violations? Yes No

Please describe any special skills or training that you feel may be useful.

_____

_____

I understand that completion of this form does not guarantee a volunteer position. Volunteers will be selected and trained according to the Richland County Historical Museum's policy. I agree that all information provided in this application is true and complete.

Signature: _____

Date: _____

Museum Staff Signature: _____

Date: _____