

Volunteer Policies and Procedures

Volunteer Program

It is the objective of the City of Aberdeen Museum of History (AMH) to involve volunteers in its operation to enhance the Museums ability to fulfill its mission. AMH seeks to encourage volunteer participation and to offer meaningful volunteer opportunities to people of all ages, talents, and skill levels. Volunteers will be recruited by AMH on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers may be recruited either through an interest in specific functions, or through a general interest in volunteering.

In accordance with applicable laws, AMH does not discriminate against volunteers or applicants for volunteer placement because of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, public assistance status, or any characteristic protected by law.

What is a Volunteer?

A “volunteer” is anyone who without compensation, performs a task at the direction of and on behalf of the AMH or City Staff. A “volunteer” must be officially registered and/or enrolled by the City prior to performance of the task. All volunteers must sign a AMH Waiver and Release form. All volunteers must be 18 years of age or older. Volunteers shall not be considered as “employees” of the City of Aberdeen.

Waivers

Individuals and organizations providing volunteer services must sign the AMH Waiver and Release form, including an agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Who is Not a Volunteer?

1. Anyone who has is not approved by the City of Aberdeen and the AMH for volunteer service.
2. Anyone who has not signed a AMH Waiver and Release Form.
3. Individuals under the age of 18 are not eligible for AMH volunteer service.

Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Service at the Discretion of the City

AMH encourages the service of volunteers with the understanding that such service is at the sole discretion of the City of Aberdeen. Volunteers agree that the City may at any time, with or without cause, decide to end the volunteer relationship. Notice of such a decision will be sent in a timely fashion by the Parks Director or their designee. The volunteer may at any time, for whatever reason, decide to discontinue the volunteer's relationship with AMH. Notice of such a decision should be sent in a timely fashion to the City.

Religious, Political and Civic Activities

AMH recognizes the right of every volunteer to participate in religious, political, and civic activity. However, all such activity must be conducted on the volunteer's own time. A volunteer may not display or distribute religious, political, or civic materials while performing volunteer duties on behalf of the City. Volunteers are also prohibited from interrupting or disturbing other volunteers or AMH employees while they are performing their respective duties.

Smoking Policy

In compliance with RWC 70.160 smoking is prohibited in public places, including City owned buildings used for Museum purposes.

Time Reporting

Many City-run volunteer programs require individuals to maintain accurate records of the time they have volunteered. Hours may be required to be reported monthly to Washington State Department of Labor and Industries. If required, the system for reporting these hours will be discussed with the volunteer prior to starting.

Volunteer Safety Responsibilities

The primary responsibility of the volunteers of AMH is to perform their duties in a safe manner in order to prevent injury to themselves and others. As a condition of time spent with the City, volunteers **MUST** become familiar with, observe, and obey City of Aberdeen and AMH's rules and established policies for health, safety, and preventing injuries while at work. Additionally, volunteers **MUST** learn the approved safety practices and procedures that apply to their work. Volunteers may be required to participate in.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until they discuss the situation with a supervisor. Together, they will determine the safest way to do the job. If, after discussing a safety situation with a supervisor, a volunteer still has questions or concerns, he or she is required to contact the Volunteer Coordinator.

NO VOLUNTEER IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

If there are physical requirements necessary for the performance of a volunteer task, a testing procedure may be required to determine the ability of the volunteer to safely perform the task(s). Volunteers are expected to promptly and timely notify their supervisor and/or the Parks Director of any change in circumstances that may adversely impact their volunteer duties.

In some instances, special training/licensing may be required for performance of a task. If the volunteer wishes to perform such a duty on behalf of the AMH, they will be required to complete appropriate City designated training before performing the task.

Volunteers who are injured or involved in an accident during their volunteer assignment must report the accident immediately to the Parks Director and complete an Incident Report Form.

All AMH volunteers should cooperate with any investigation related to their volunteer work by an appropriate investigating or law enforcement agency.

Code of Conduct

AMH has high standards and expects that all volunteers adhere to behaviors that exemplify these standards.

General Conduct

AMH expects volunteers to behave in a professional manner. Volunteers will treat others with respect and courtesy at all times. The manner in which volunteers conduct themselves should create a favorable and lasting impression of the Museum. The continued success of the AMH depends on the quality, integrity, expertise, and professionalism of all our staff.

Volunteers are required to work in an injury free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk, or which threatens or intimidates others, is prohibited. Horseplay, “practical jokes,” etc., are prohibited.

Volunteers must refrain from using City equipment, materials, or property for personal profit and refrain from conducting personal business while on City time.

Volunteers may not accept monetary compensation for performance of tasks as a volunteer, including fees, gratuities or gifts to either the volunteer or to the volunteer’s immediate family or household.

Volunteers who have access to collections, research, staff activities, and sensitive or proprietary information (such as donor and member information) must respect the confidentiality of their positions, as well as the significance and integrity of the collections.

Absences

Volunteers who know they will be absent or late should notify their supervisor or the City as soon as possible.

General Harassment (including Sexual Harassment)

The City and AMH believes that every volunteer has the right to work in an environment free from discrimination and harassment. The City and AMH will not tolerate harassment of any kind that is created by employees, volunteers or members of the public based on race, color, creed, religion, national origin, sex, sexual preference or orientation, disability, age, marital status, status with regard to public assistance, or any other characteristic protected by law. General harassment includes unwelcome advances, either verbal or physical, and conduct that denigrates or shows hostility or aversion toward a staff member or volunteer because of his/her status in relationship to a class defined above. General harassment does not include negative effects a volunteer may experience as a result of actions taken by a supervisor that are within the scope of the supervisor's responsibilities and would be considered reasonable and appropriate actions.

All volunteers, employees, supervisors and members of management are strictly prohibited from sexually harassing or making improper advances toward other volunteers, guests, employees, or management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decisions, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile or offensive work environment.

If a volunteer feels harassed or offended by a staff member, another volunteer, or any other person whom he or she encounters in the course of volunteer placement, they should contact the either the volunteer coordinator or their AMH supervisor as soon as feasible.

Drugs and Alcohol

Use and/or possession of illegal drugs, medical marijuana, or alcohol while volunteering or on volunteer time are prohibited. Reporting as a representative of AMH while under the influence of drugs or alcohol is prohibited.

Zero Tolerance of Violence

The City will not tolerate violence on or around its premises or during any City-sponsored or AMH event either by or against staff members, volunteers, or members of the public. Reported

incidents are subject to investigation, corrective action, and/or police intervention.

Any volunteer who feels that she/he has been threatened should immediately report their concern to a supervisor and law enforcement if appropriate. If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify a supervisor and stay away from the person exhibiting threatening behavior. Depending upon the level of concern, the police department (911) should be called immediately. No volunteer should attempt to confront any person exhibiting threatening behavior.

If a volunteer has reason to believe that events in their personal life could result in acts of violence occurring during the performance of any City or volunteer function or at AMH, they are urged to discuss the issue with a supervisor and local law enforcement so that a prevention plan can be developed.

Intellectual Property

Volunteers with AMH must understand that there are intrinsic “intellectual property” elements to anything within the AMH collection that can include photographic or informational content. No materials that volunteers work with or have access to during the course of their service may be captured, shared or removed from the premises without prior written approval from the City of Aberdeen.

Dress Code

It is important that volunteers be dressed in a professional, presentable and appropriate fashion. It is important that volunteers dress to work safely and comfortably.

Expectations

What is expected of me?

AMH volunteers are expected to:

1. Act in the best interests of AMH at all times as a City volunteer;
2. Follow rules, regulations, guidelines, etc.; and

3. Be professional, courteous, and responsible.

Museum Collection activities 2022 work plan

Photo document / scan for catalog records

Photo resale for publication (may require specialized assistance for this)

Original cataloging PPT

Data entry of existing paper catalog and accession records

Scan donor records

Reconcile scanned donor records with database and paper records

Location inventories (box lists, shelf lists)

Database creation for exhibition use

Data entry for specialized database

Assist grant consultants to access portions of the collection

Install labels and photos

Write and/or edit label copy

Edit audio/video components in archive

Install audio equipment (such as loading MP3 players with audio)

Storage assistance

- Moving boxes/containers
- Moving and rebuilding shelves
- Moving objects
- Designing and building new storage solutions

Moving collections (off-site, on-site)

- TBD
- Move shelves and help to install