

# Volunteer Application

## Contact Information

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

## Availability

**During which hours are you available for volunteer assignments?**

### Weekdays

- Mornings (9am-1pm)       Afternoon (10am-2pm)       Evenings (1pm-5pm)  
 Mondays       Tuesdays       Wednesdays       Thursdays       Fridays

### Weekends

- Mornings (9am-1pm)       Afternoon (10am-2pm)       Evenings (1pm-5pm)  
 Saturdays       Sundays

**Special Events** (Please note the majority of Special Events are held on Weekends)

- Mornings (9am-1pm)       Afternoon (10am-3pm)       Evenings (12pm-5pm)

**How many hours are you available?**

- 4  
 4-6  
 6-8

**How frequently?**

- Weekly  
 Monthly  
 Yearly

## Interests

**Tell us which areas you are interested in volunteering** (Check all that apply).

- |  |   |
|--|---|
| <input type="checkbox"/> History Interpretation                            | <input type="checkbox"/> Sewing   |
| <input type="checkbox"/> Archival (research, clippings etc.)               | <input type="checkbox"/> Art or Craft Demonstrations (quilting, carving, knitting etc.) |
| <input type="checkbox"/> Library   | <input type="checkbox"/> Gardening  |
| <input type="checkbox"/> Fundraising                                       | <input type="checkbox"/> Labour (general help with labour)                              |
| <input type="checkbox"/> Office Assistance/ Clerical                       | <input type="checkbox"/> Carpentry  |
| <input type="checkbox"/> Curatorial (assist with the artifacts/ exhibits)  | <input type="checkbox"/> Farm Machinery (cleaning/restoration)                          |
| <input type="checkbox"/> Photography                                       | <input type="checkbox"/> Animals / Farming  |
| <input type="checkbox"/> Website Development                               | <input type="checkbox"/> Nature / Ecology   |
| <input type="checkbox"/> Educational/teaching (assist with school program) | <input type="checkbox"/> Special Events (helping at events)                             |
| <input type="checkbox"/> Music   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Story Telling                                     |   |
| <input type="checkbox"/> Historical Walking Tours                          |   |

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

## Previous Volunteer Experience

Summarize your previous volunteer experience.

## Person to Notify in Case of Emergency

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Relationship \_\_\_\_\_

## Our Policy

Upon Acceptance: All volunteers working at Kilby Historic Site must have a current Criminal Records Check "CRC". This can be obtained at your local RCMP office. There is no charge for CRC's for volunteer positions.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For volunteers under the age of 18, parental consent is required.

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Code of Conduct

At Kilby Historic Site, we believe that volunteers are a valuable human resource and play an important role in striving to meet the mission of our organization.

We commit to our volunteers by:

- Offering a volunteer program that has adequate resources, is well managed and has the appropriate infrastructure to ensure volunteers are working in a supportive environment
- Ensuring every volunteer receives a thorough orientation and training and that at this training, the mission of the organization is clearly communicated
- Providing the necessary supervision and accessible support so that you can fulfill your commitment to the organization
- Informing you of all new programs, services and changes to policy that impact the services offered to our clients
- Providing you with a detailed, current volunteer position description that not only clearly outlines your volunteer role but also how you will give and receive feedback
- Creating an environment where there is open communication, a sense of teamwork and respect for diversity between volunteers and staff
- Providing ongoing opportunities to learn and grow which includes the opportunity to experience various positions while you are volunteering with our organization
- Recognizing you for your contributions and accomplishments in both formal and informal ways

As a volunteer at Kilby Historic Site, you act as an ambassador of our organization. Because of this important role, we expect volunteers to:

- Participate in orientation, training and ongoing development opportunities
- Work within the boundaries of your volunteer position description while supporting the vision, mission and policies outlined by our organization
- Act as an ambassador of Kilby Historic Site by taking ownership for actions and decisions made while volunteering
- Approach your volunteer assignment as a professional commitment
- Engage in discussions with staff in order to express your comments, suggestions, or concerns
- Promote a team spirit by respecting differences in people, valuing diversity of opinion and working with others to achieve the goals of our organization
- Value the importance of providing exceptional quality service to our clients that is second-to-none by being friendly, informed and respectful

**Return Form to: Kilby Historic Site**  
**215 Kilby Road, Box 55, Harrison Mills, BC V0M 1L0**

## Office Use Only

Interviewed By \_\_\_\_\_ Date \_\_\_\_\_  
Accepted for hire Yes No CRC Received Date \_\_\_\_\_  
Placement Area \_\_\_\_\_ Starting Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Trainer \_\_\_\_\_ Training Completed Date \_\_\_\_\_

Notes: