

Volunteer Application Form



Volunteer Resources
1900 Heritage Drive SW, Calgary, AB T2V 2X3
Phone: 403-268-8610 Fax: 403-268-8501
volunteer@heritagepark.ca

Heritage Park relies on a wonderful, diverse team of volunteers for special programming and daily museum operations. Volunteers choose to join our team for many different reasons. You are welcome to include a letter or resume with this application, to more completely describe your skills, experience and motivation. The Volunteer Coordinator will review your application and contact you if any appropriate positions are immediately available. If not, your application will be kept on file for 6 months.

PERSONAL INFORMATION

Name:	Application Date:
Mailing Address:	
City/Town:	Postal Code:
Contact number:	Email address:
I am under 15 years of age <input type="checkbox"/> yes <input type="checkbox"/> no Age if under 18:	
Youth under 15 years old are required to volunteer with a parent or guardian.	
Emergency Contact: Name:	Relationship:
Contact phone number:	

VOLUNTEER AGREEMENT

Upon acceptance as a volunteer, you agree to:

- Abide by the policies and procedures of Heritage Park as outlined in the Volunteer and Staff Information Manuals
- Attend scheduled orientations and training sessions, as required
- Notify the appropriate supervisor if you are unable to volunteer
- Carry out your assigned duties in a reasonable and safe manner
- Permit the use of your image in marketing or for publication purposes

Heritage Park agrees to:

- Provide you with orientation, training, supervision and guidance in your volunteer duties
- Provide you with a choice of assignments, where possible
- Provide accident insurance coverage while you are performing your duties in accordance with Heritage Park policies
- Use your personal information to assign duties, maintain records and correspond with you relative to your volunteer activities

Signature of Volunteer: _____ Date: _____

Signature of Parent/Guardian: _____
(only required for youth under 15 years)

VOLUNTEER ENGAGEMENT

Please indicate which area(s) of volunteering you are interested in discussing:

- Special Events: Themed programming is offered on weekends and at other times throughout the year. Positions are generally outdoors and include activities such as crafts, crossing guards, crowd control, family games, fire pit monitors, gate hosts, lunch relief, retail support, and set up.
- Interpretation: Costumed volunteers engage guests, creating a unique, friendly, and informative museum experience. More frequent, regular shifts on weekdays and/or weekends are expected. Costumes are provided, as is training on deportment and guest engagement. These positions include exhibit hosts, actors, ambassadors, carolers, trades demonstrators, and musicians.
- Administrative/clerical: Opportunities exist in a variety of departments on an ongoing or one-time basis. Activities may include copying, data entry, filing, and mail out preparation.
- Collections Management: At times, volunteers assist with inventory, cleaning, and repair of artifacts. These are generally short-term projects on weekdays, though ongoing positions may come available. Volunteers also work throughout the year, creating and maintaining the park's costumes and textiles.
- Food Services: These volunteers assist with barbecues, afternoon teas and some special events. Food service training is provided and some positions require a costume.
- Grounds and Maintenance: Volunteers support daily operations in these departments in regular, ongoing positions like gardening, painting, carpentry, and mechanical.
- Leadership: Volunteers serve on a variety of committees related to special events. Committees generally meet monthly, in the evening, and volunteers dedicate at least 100 hours annually.

AVAILABILITY

When are you available to volunteer? during the day evenings
 on a weekly, regular basis weekends only during the summer season

EXPERIENCE, SKILLS, and MOTIVATION

What has motivated you to consider volunteering at Heritage Park?

What areas or activities at the Park interest you the most and why?

Please list your previous or other current volunteer roles.

Do you have any special skills you would like to share as a volunteer? (For example fibre arts, piano, woodworking, etc)