

VOLUNTEER APPLICATION FORM

Please be sure to fill out as many parameters as possible to ensure an easier processing of your application.

* = required information



Danville Museum of
Fine Arts & History

Contact Information

First name: * _____

Last name: * _____

Middle name: * _____

Title: _____

Nickname: _____

Street 1: * _____

Street 2: _____

City: * _____

State: * _____ Zip: _____

Home phone: _____

Work phone: _____

Cell phone: * _____

Email address: * _____

Emergency Contact

Who can we contact on your behalf in case of an emergency?

* = required information

First name: * _____

Last name: * _____

Street 1: _____

City: _____

State: _____

Zip: _____

Home phone: _____

Work phone: _____

Cell phone: * _____

Email address: _____

Relationship: _____

Demographic Information

The information provided is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth: _____ * (year optional)

Recruitment Method: * (how did you hear about us?) _____

Female: _____

Male: _____

Other: _____

Work/Education Background

Please list current occupation, education degree, or any other work/education detail.

Have you ever worked or volunteered for the DMFAH before? If yes, in what capacity?

Education: _____

School/College: _____

Major: _____

Occupation: _____

Undergraduate
College/University: _____

Experience with the Public

All positions within the museum require you to work cooperatively with small to large groups of people.

A) Are you comfortable working in a group and around many people? _____

B) What is your past experience working with the public?

C) Being a volunteer may require flexibility. Are you interested in learning more than just your scheduled shift and location within the museum?

Tell us more

A) Please list any past volunteer experience.

B) What prompted you to become involved as a volunteer right now and what do you hope to gain from this experience?

C) How will you help us meet our mission: "To promote history and art in the Dan River Region"

Volunteer hours required (if any):

Skills

A) Do you speak a foreign language, or know Sign Language? If so, please specify:

B) Please list any skills, certifications, or qualities you possess that would potentially benefit the museum.

Interests

A) Are you a member of the Danville Museum of Fine Arts and History (DMFAH)?

_____ Yes _____ No

B) List your hobbies, club or organizations membership, etc.

Statement on Health and Safety

The Danville Museum of Fine arts and History places high priority on the safety of our staff, as well as our volunteers. We are currently experiencing a COVID19 pandemic. Please keep in mind that some volunteer positions involve contact with visitors and the public. We take care to limit exposure to diseases caused by infectious agents that can be transmitted between people and have a policy of tracking temperatures and asking for complete CDC compliance from all our staff and volunteers. You will be required to wear a mask at all times when at the museum. You will also be asked to comply with 'cleaning and wiping down' rails and sign in screens. Similarly, please be aware some pre-existing human health, or other conditions may not be suitable for certain positions.

Please list the position(s) you prefer:

List 3 in order of MOST interested. Please be specific.

Collections • Visitor Services • Marketing • Community Outreach • Exhibitions
Satellite Gallery • Programs • List Serves • Mailings and Letters • Photography
Social Media • Education

1. _____
2. _____
3. _____

References

Please list two (2) people with whom you've had or currently have a professional working relationship with (not neighbors, friends or family).

#1 Name: _____

Email: _____

Telephone: _____

#2 Name: _____

Email: _____

Telephone: _____

Availability

Please indicate the days that you are potentially available to volunteer and whether you would prefer a morning or afternoon shift. And if you prefer a Museum/Gallery shift.

Our shifts are Tuesday - Sunday; evening availability Thu, Fri, Sat, or Sun on occasion.

	Tue	Wed	Thu	Fri	Sat	Sun
AM	10-12 noon 12-2 pm 2-5pm	10-12 noon 12-2 pm 2-5pm	10-12 noon 12-2 pm 2-5pm	10-12 noon 12-2 pm 2-5pm	12-2 pm 2-5pm	2-5pm
PM			5-8pm	5-8pm	5-8pm	5-8pm

Applicant Certification and Code of Conduct

All volunteers as part of their volunteer role may be photographed/videotaped performing their tasks at any time. The Danville Museum of Fine Arts and History (DMFAH) volunteers are active promoters and representatives for the Museum and therefore, agree to any photography/videography of their person while performing volunteer service.

- I understand that the goal of volunteering is to engage and educate the public, and my attitudes and actions should always further that goal.
- I agree to work my entire volunteer shift as scheduled, to conduct myself in an appropriate manner, to be honest, to dress in attire that follows the volunteer dress code, to follow safety procedures, and to be prepared for my shift
- I understand that if I cannot make a volunteer shift/training (or any part of a shift/training), it is important to notify the Volunteer Services Office ahead of time (24–48 hours notice) by calling (434) 793-5644, or emailing info@danvillemuseum.org.
- During my scheduled volunteer shift, I agree to follow directions given by staff, stay in my designated area, and though I may have friends who are also volunteers at the museum, I understand that while I am at the museum, my focus should be on the guests.
- I understand that I am responsible for reviewing all materials given to me at my interview, Orientation and trainings if accepted into the program.
- I know that I represent the museum, and I promise not to engage in any activity that may cause harm to the museum, museum objects and documents, others and/or myself.
- I understand that failing to observe the above protocols will result in disciplinary action and can result in my dismissal from the volunteer program.



I have read and fully understand and agree to these terms

Signature: _____ Date: _____