

# Glenbow

## Volunteer Interest Form

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As a Glenbow volunteer, you will part of a unique team. We are proud to be one of the most entrepreneurial museums in Canada and we believe volunteers are vital to the work we do. Glenbow volunteers are all ages, come from all backgrounds, and are passionate about sharing their time, talents, and energy.

You are welcome to include a cover letter and a copy of your resume. The Volunteer Resources Manager will review your application and be in contact within the next few weeks if your application can be considered for current opportunities.

Thank you for supporting Glenbow!

### Personal Information

Application Date YY/MM/DD	
Name	
How did you hear about volunteering at Glenbow Museum?	
Street Address	
City, Province, Postal Code	
Home Phone	Cell Phone
Birthday Date YY/MM/DD ( for insurance purposes)	
E-Mail Address	
I meet the minimum 14 year age requirement to volunteer at Glenbow Museum:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you required to complete volunteer hours for school credits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate which school and program:	
Glenbow Museum would like to identify all language skills available in our organization due to the number of international visitors and occasional need for interpretive assistance in Museum Archives. Please identify all languages you are fluent in:	

### Emergency Contact – In case of emergency who should we contact?

Name	Relationship to you	Phone	Alternate Phone

**References - Please provide a minimum of two written references. Ideally we prefer references from a work, school, or volunteer organization; close friends and family cannot be accepted as references.**

Reference Name	Phone Number	Email	Your Relationship to Reference

**Volunteer Engagement - Which Glenbow Museum volunteer program you would like to discuss?**

- ARC Discovery Room** – Opportunities support activities in the ARC Discovery Room, where visitors of all ages enjoy art activities and explore the ideas featured in Glenbow exhibitions. **Shifts are on Saturday and Sunday afternoons between Noon and 3 pm** as the ARC Discovery Room may be closed for private groups and school bookings on weekdays.
- Programs/ Events** – Opportunities to assist as refreshment servers, greeters, registration sign-in, activity tables, tour escorts, , ticketed special events or special behind-the-scenes tours. Shifts vary according to event needs and usually fall on Wed., Thurs. or Fri. evening with occasional Sat. or Sun. afternoons. Volunteers who serve, stock or move alcohol, or sell drink tickets are required to have AGLC ProServe Training. Do you have a current AGLC ProServe Training Certificate?  **Yes**  **No** Would you be willing to complete the training if Glenbow reimbursed the \$25 cost?  **Yes**  **No**

**At the present time we are unable to offer the following volunteer positions:**

- **Glenbow Shop/ Gallery** – Shop Associates assist local and international visitors seeking unique mementos from their favorite exhibitions, hand-crafted jewelry, distinctive home decor accessories, specialty books and unique toys. Experience in customer service, stocking, and cash are assets. Shifts vary during however primarily are between 11 am to 3 pm
- **Administrative Positions** – Volunteers assist in a variety of roles supporting our member and donor relations or requests for information. Shifts greatly vary depending on the project.
- **Library and Archives** – Volunteers complete research and database updates, file artist biographical profiles and assist with the newspaper clipping collection, the Canadian Pacific Railway database, the art catalogue, as well as poster and map collections. This is a Tuesday to Thursday role
- **Collections Management** – Volunteer assist with records management, numbering and storing artifacts, moving items, completing research, and more, depending on the needs of the staff. Opportunities change frequently, some are short-term and others require a longer commitment

**What do you hope to gain from becoming a Glenbow volunteer? How can we best support your goals?**

**Availability - This will be discussed in more detail during the interview, but please provide a general comment as to your availability and the length of commitment. It is important for us to know your preferred times to volunteer as some roles may be limited to specific times due to staff availability.**

**Availability:**

**Length of Commitment:**

## Communication

Please describe a difficult past experience and how you resolved the issue through communication

The Glenbow Volunteer Manager is your primary contact. How best can they support you with your goals and needs as a volunteer?

**Please list your previous volunteer, employment, or educational experience (training, certifications, diplomas, degrees obtained including the institution name, location and dates).**

<b>Dates</b>	<b>Employment or Volunteer Experience:</b>	<b>Role and Description:</b>	<b>Skills or experience gained which will contribute to volunteering with Glenbow</b>


### Applicant Acknowledgement of Information Provided

I verify that the information I have provided is accurate and true.	<input type="checkbox"/> Yes
I understand that to ensure the safety of all Glenbow Museum visitors, staff, and volunteers I may be asked to undergo a police records check at no cost to myself.	<input type="checkbox"/> Yes
I grant Glenbow Museum permission to contact the above named references in order to collect information for the purposes of verifying involvement and determining my suitability for a volunteer role at Glenbow Museum.	<input type="checkbox"/> Yes
I understand that Glenbow Museum Volunteer Program has a screening process and I may not be offered a volunteer role.	<input type="checkbox"/> Yes
This information is collected in accordance with the Freedom of Information and Protection of Privacy Act, and I understand it will be used solely for the purposes of determining eligibility and suitability for the Glenbow Museum Volunteer Program.	<input type="checkbox"/> Yes
I understand there is a 3 month probationary period during which Glenbow or I may terminate our agreement without providing cause.	<input type="checkbox"/> Yes <input type="checkbox"/> No
As a volunteer at Glenbow Museum, I understand that there is no financial remuneration granted for volunteer services rendered and no parking available.	<input type="checkbox"/> Yes
As a volunteer at Glenbow Museum, I must be courteous to all Glenbow visitors and staff, conduct my volunteer duties professionally and act as a goodwill ambassador for Glenbow while performing volunteer duties on or off site.	<input type="checkbox"/> Yes
As a volunteer at Glenbow, I understand It is everyone's responsibility to assist in protecting the health and safety of Glenbow Museum's visitors, staff, and volunteers. I commit to reviewing the Glenbow Volunteer Orientation Guide and Glenbow Emergency Quick Reference Guide prior to my first volunteer shift.	<input type="checkbox"/> Yes
As a volunteer at Glenbow, I am provided limited insurance coverage while acting in my volunteer capacity, but am not covered under Glenbow Museum's Workers Compensation or Employee Benefits program.	<input type="checkbox"/> Yes
I give permission to have photograph(s) taken of me while volunteering at Glenbow Museum. I hereby release any and all rights, claims, demands, actions and proceedings whatsoever I may have against the Glenbow Museum in respect of any promotional uses that may be made of any photographs taken.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ACKNOWLEDGED AND AGREED TO this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_ .

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: Manager, Volunteer Resources

Parent/Guardian Name (if required): \_\_\_\_\_

Parent/Guardian Signature (if required): \_\_\_\_\_

**Thank you for completing this application form and for your interest in volunteering with Glenbow! You may submit your application in several ways:**

<b>EMAIL</b>	Save as a word document and email to <a href="mailto:volunteer@glenbow.org">volunteer@glenbow.org</a>
<b>FAX</b>	Print and fax to 403-262-4045 ATTENTION: Volunteer Resources
<b>BY MAIL OR IN PERSON</b>	Print and mail/bring in-person to 130 – 9 Avenue SE, Calgary, AB T2G 0P3 ATTENTION: Volunteer Resources