

# Parksville Museum & Archives

The Parksville & District Historical Society (PDHS) is a non-profit organization which collects and preserves materials of historical and cultural value related to the history of Parksville & district and makes them available to the public. The Society, governed by an elected Board, oversees the Parksville Museum & Archives (PMA), facilitated by the Museum & Archives Manager.

PMA consists of several heritage buildings which are used to display artifacts which illustrate the lives of pioneers and early residents. The main museum building houses the remainder of the artifact collection, and displays which give visitors a glimpse of the development of Parksville. The Archival collection consists of documentation collected from pioneer families, early residents and local organizations, and available for researchers.

The volunteer program provides the volunteers with the skills needed to perform their duties. In return, the volunteers provide invaluable assistance and support to the PMA in several important ways that make it possible for the PMA to adhere to its mandate.

## Volunteer Application

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How do you prefer to be contacted? \_\_\_\_\_

Please check area(s) of service which interest you: (Volunteer positions are trained and supervised by Parksville Museum and Archives staff).

- Museum Docent: Welcomes visitors to the museum and provides general site information; staffs admission desk processing admissions and gift shop sales.
- Archival and Collections Assistant: Processes manuscripts, photographs, and other archival materials or assists patrons in the reference library; helps maintain artifacts, records, and storage areas.
- Property Maintenance: Gardening, landscaping, general up-keep, and small construction tasks.

### Do you have any specialized skills?

- Carpentry
- Photography
- Teaching
- First Aid
- Public Relations
- Tour Guide
- Retail
- Research
- Graphics
- Writing Marketing
- Data base/computer
- Crafts
- 2nd Language, specify \_\_\_\_\_
- Other, specify \_\_\_\_\_

**Previous volunteer and/or work experience:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Education, expertise, special interests, etc.:**

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**How did you find out about volunteering at the museum and archives?**

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**References (please provide two):**

1. \_\_\_\_\_ Contact email/phone: \_\_\_\_\_
2. \_\_\_\_\_ Contact email/phone: \_\_\_\_\_

**Availability for Collections and Archival work (2 hour shifts); garden and grounds work flexible**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00 - 12:00							
11:00 - 1:00							
12:00 - 2:00							
1:00 - 3:00							
2:00 - 4:00							
3:00 - 5:00							

**Do you have any medical conditions the staff should be aware of?**

- No       Yes

Explain: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**General Volunteer Policy**

Review period

Even with the most careful recruitment and selection, a volunteer placement may not work. It is difficult for a volunteer to know if a particular placement is what he/she really wants to do, and difficult for an organization to know if a volunteer will match its needs and requirements, until both sides have tried it out. From this point of view it can be useful for both the organization and the volunteer to review the placement after a reasonable period of time – to ensure both sides are happy. If for instance, a volunteer is happy in the organization but not in his/her particular role, then it might be possible for the role to be changed or for the volunteer to understand that the organization is not capable of fulfilling the volunteer’s expectations.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with senior staff or the Director.

Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of equipment or materials, abuse or mistreatment of guests or co-workers, failure to abide by policies and procedures, chronic absence or tardiness, and failure to satisfactorily perform assigned duties.

Membership Policy

Volunteers need to be paid and current members of the Parksville & District Historical Society.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Yes, I agree to the terms as outlined in the Volunteer Application and give permission to the Parksville Museum & Archives to keep the personal information that I have provided, for the duration of my affiliation with their organization.

Parksville Museum & Archives adheres to the policies and regulations outlined in the *Canadian Privacy Act* and *Personal Information Protection and Electronic Documents Act*, and is committed to protecting all personal information provided by applicants.