

Volunteer Interest Form

As a Glenbow volunteer you will be 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.

Please submit a resume to supplement this document. 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	
First Name	
Last Name	
Street Address	
City, Province, Postal Code	
Primary Phone Number	
Birth Date (YY/MM/DD)	
Email Address	
How did you hear about volunteering at Glenbow?	
I meet the 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	
Languages Spoken*	

*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.

Emergency Contact

Name	Relationship	Phone	Alt. Phone

References

Please provide a minimum of two references. Ideally we prefer references from a work, school, or volunteer organization. Close friends and family cannot be accepted as references.

Name	Relationship	Phone	Email

Volunteer Engagement

Which Glenbow Museum Volunteer Program would you like to discuss?

- Discovery Room:** Volunteers support activities in the Discovery Room, where visitors of all ages enjoy art activities and explore the ideas featured in Glenbow exhibitions. Shifts are Fridays, Saturdays, and Sundays.
- Programs and Special Events:** Opportunities to assist as refreshment servers, greeters, registration sign-in, activity tables, tour escorts, set up and take down at a variety of events including exhibition opening, ticketed special events or behind-the-scenes tours. Shifts vary according to event needs and usually fall on Wednesdays, Thursdays, or Friday evening with the occasional Saturday or Sunday afternoons. Volunteers who serve, stock or move alcohol are required to have AGLC ProServe Training.

Do you have a current AGLC ProServe Training Certificate? **Yes** **NO**

Are you willing to complete the training? **Yes** **NO**

- Glenbow Shop Assistant:** Shop Assistants assist visitors seeking unique mementos from their favourite exhibitions, hand-crafted jewelry, distinctive home décor accessories, specialty books and unique toys. Experience in customer service is an asset. Shifts may vary but are primarily between 11 AM to 3 PM.
- Collections Management:** Volunteers 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 projects, while other 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 more in 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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>AM</i>	<i>AM</i>	<i>AM</i>	<i>AM</i>	<i>AM</i>	<i>AM</i>	<i>AM</i>
<i>PM</i>	<i>PM</i>	<i>PM</i>	<i>PM</i>	<i>PM</i>	<i>PM</i>	<i>PM</i>

Applicant Acknowledgement of Policies related to becoming a Glenbow Volunteer:

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
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
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 _____ 20____.

Name:	Signature:
Witness:	Title: Volunteer Resources Manager
Parent/Guardian Name: <i>if required</i>	Signature: <i>if required</i>

Thank you for completing this application form and for your interest in volunteering with Glenbow!

You may submit your application in several ways:

Email: volunteer@glenbow.org

Fax: 403-262-4045, ATTENTION: Volunteer Resources

Mail or In Person: 130 – 9th Avenue SE, Calgary, AB, T2G 0P3, ATTENTION: Volunteer Resources