



CRAIGDARROCH CASTLE®

CANADA'S CASTLE

1050 Joan Crescent, Victoria, BC V8S 3L5
www.thecastle.ca

Volunteer Application Form

Date: _____

Name: _____
(First) (Last)

Address: _____
Street City

_____ Postal Code E-Mail

Telephone: _____
Home

When are you available? We are open five days a week from Wednesday to Sunday and the shifts we have available are:

Mornings:

Wednesday through Sunday 10:00am – 12:00pm (E.g. Sunday AM)

Afternoons:

Wednesday through Sunday 12:00pm – 2:00pm

If you need to adjust these hours in any way please reach out to us.

Languages: If you know any additional languages other than English, please let us know:

Any additional comments regarding being a volunteer at Craigdarroch:

Volunteer Agreement and Application

As a volunteer, you are an important member of our staff and act as a representative of Craigdarroch Castle to the community at large. We ask you to read and sign the following volunteer agreement to ensure a better understanding of our commitment to you and to clarify what is expected of you by our organization regarding your volunteer position.

If you will be unable to make it in for your scheduled volunteer placement, please advise either the Manager of Operations and Development or a Supervisor with as much advance notice as possible. Should you have to cancel on the same day that you would have been volunteering, please ensure that this information is communicated to a staff person.

The Castle Agrees:

- To offer ongoing training during the 6-month period to assist in maintaining & developing your volunteer skills.
- To provide you with comprehensive orientation
- To provide you with the Visitor Services manual which serves as a training guide and reference resource.
- To provide a specific job description detailing duties and responsibilities.
- To invite you to events to enhance your social interaction with other volunteers.
- To give you an opportunity to learn about History, Architecture as well as a chance to learn how museums operate behind the scenes.

The Volunteer Agrees:

- To abide by the policy & procedures as per the orientation session.
- To provide a minimum commitment of volunteer work (including training sessions.) The minimum requirement would be 6 months.
- To bring the Visitor Services Manual to all training shifts and become familiar with its contents.
- To participate in the orientation training, shadow-shift training and any other relevant training to the designated post.
- To maintain & develop skills through attending ongoing training and meetings.
- To attend additional training sessions and meetings when they are called.
- To call or notify ahead of time if you will be absent or if you have arranged a substitute.
- To notify the castle of any extended times when you will not be available for volunteering.
- To conduct yourself in an appropriate and ethical manner when dealing with visitors, staff & board members.
- To have fun and agree to ask questions if needed.

I hereby accept the terms & conditions of this agreement.

Print your name:

Date:

Signature:

Witness: