

The Village of Bartlett Museums Volunteer Application Form

Thank you for your interest in being a volunteer at the museums. Please complete the following forms and return it to the Bartlett History Museum, 288 S. Main Street, Bartlett, IL, 60103. You will be contacted by Director Pam Rohleder.

Please Note: Completion of these forms **does not** guarantee you a volunteer position. An interview process will take place. If you are selected and 18 and older you must pass a Criminal Background Check prior to starting.

Please Print

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Are you age 18 or over? Yes _____ No _____

I am interested in the following volunteer position. Please choose from the list on the following pages and circle one.

Exhibition Interpreter

The Village of Bartlett Museums is seeking enthusiastic personable volunteers who have a passion for history and a vibrant spirit to interpret our community's rich history, via the museums' exhibitions, to our diversified visitors. Interpreters must be comfortable speaking in front people and possible groups who range in age from children to seniors. Interpreters will receive training and learn best practices in regards to museum education and visitors' learning styles. A knowledge of rail history is a plus.

Volunteer A- Exhibition Interpreter/ Depot Museum

Time commitment = 1st and 3rd Tuesday, 2:00 p.m. to 5:00 p.m.

April – October, *

Volunteer B- Exhibition Interpreter/ Depot Museum

Time commitment = 2nd and 4th Tuesday, 2:00 p.m. to 5:00 p.m.

April – October, *

Volunteer C - Exhibition Interpreter/ History Museum

Time commitment = 1st and 3rd Tuesday, 2:00 p.m.- 4:30 p.m.

May – August, Passport to Adventure, *

Volunteer D- Exhibition Interpreter/ History Museum

Time commitment = 2nd and 4th Tuesday, 2:00 p.m. – 4:30 p.m.

May – August, Passport to Adventure, *

***Ongoing and year around**

All adult volunteers would be welcomed and encouraged to volunteer extra time as needed by the museums on a year around basis. Examples of these opportunities include, evening programming (i.e. First Ladies Tea), school visits (traveling to the schools), scout and other groups, onetime events such as Heritage Days and more. At these events the volunteers would aid museum staff in a multitude of tasks including set-up, clean-up, greeting and welcoming, lifting and carrying, monitoring, possible ladder work and more.

Story & Craft Volunteer

The Bartlett Depot Museum is seeking volunteers for two specific creative and fun ongoing programs. If you are a child at heart and enjoy being silly and engaging with our youngest visitors through creative expression, these opportunities are for you.

Volunteer E- Toddler Story Time Volunteer/Depot Museum- Singing and playing a musical instrument a plus!

Time commitment = One day a month, 10:45 a.m. to 1:45 p.m.

February - December

Volunteer F- First Saturday Craft Helper/ Depot Museum

Time commitment = First Saturday of the month, 9:00 a.m. to noon

February - December

Village of Bartlett Museums Volunteer Commitment Form

Being a volunteer is a position of importance to the Village of Bartlett Museums with associated rights, privileges and responsibly. Each volunteer is asked to agree to the minimum standards as outlined below

1. I realize that by agreeing to be a Village of Bartlett Museum volunteer, I am making a commitment to a position that requires both responsibility and accountability. I agree to report for my assigned shifts on a punctual and consistent basis and to perform to the best of my abilities. I will notify the director of any absences with as much lead time as possible.
2. I understand that my performance as a Village of Bartlett Museums volunteer is subject to review. I agree to such an evaluation and realize that unsatisfactory performance may result in termination to my participation in the volunteer program.
3. I authorize the Village of Bartlett Museum personnel to use photographs or film taken of or by the undersigned during my volunteer duty.
4. In consideration of my being accepted as a volunteer with the Village of Bartlett Museums, I agree that the Village of Bartlett shall not be liable for the payment of any wages, salary or other employment benefits to me. I am volunteering my time in exchange for the opportunity to work at the Village of Bartlett Museums.

Print Name: _____

Signature: _____

Date: _____

VILLAGE OF BARTLETT VOLUNTEER WAIVER & RELEASE

IMPORTANT INFORMATION

The Village of Bartlett is committed to conducting its programs and activities in a safe manner and holds the safety of volunteers in high regard. The Village of Bartlett continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Village of Bartlett carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Village of Bartlett to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Village of Bartlett, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line, via e-mail or via fax, my on-line e-mail or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT:

Volunteer's Name: _____

Volunteer's Signature: _____

Date: _____

PARTICIPATION WILL BE DENIED-If the signature of the volunteer or parent/guardian and date are not on this waiver.

Village of Bartlett Museums, 228 S. Main Street, Bartlett, IL 60103, Phone: 630-837-0800, Fax: 630-837-XXXX

www.villageofmuseums.org

