

Volunteer Agreement

Seaford Museum and Heritage Society

Without volunteers Seaford Museum could not operate and the Seaford Museum and Heritage Society welcomes and appreciates the contribution of all volunteers.

As a volunteer at Seaford Museum you can expect:

- ❖ A welcoming, stimulating and creative museum environment in which to volunteer
- ❖ A chance to work with like-minded people
- ❖ A safe working environment
- ❖ A full introduction to the Museum and your role and any training you might need to carry out your role.
- ❖ The chance to gain new skills and to use existing ones
- ❖ To be treated fairly and with respect
- ❖ Recognition and appreciation of your contribution
- ❖ To be consulted and informed of possible changes to your role.

We hope you will:

- ❖ Enjoy your time at Seaford Museum and carry out your role to the best of your ability
- ❖ Enjoy being part of a friendly team
- ❖ Support the Museum's aims/vision
- ❖ Be committed, doing your best to come in as arranged and giving reasonable notice to your team leader if you are unavailable
- ❖ Work within agreed guidelines and comply with existing policies and procedures including health and safety, safeguarding and confidentiality
- ❖ Be flexible
- ❖ Keep us informed of any problems encountered during your time with us. We encourage you to ask questions if you are unsure of any tasks and to let us know if things are not as you expected.
- ❖ To attend training sessions and meetings with your team leader as required.
- ❖ Raise the profile of the Museum and encourage visitors

We expect all volunteers to treat each other and museum visitors fairly and with respect regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, of socio-economic background.

There will be an introductory period of 4 months during which both sides can assess whether the arrangement is working successfully.

This agreement is a statement of values and is not intended to be a legally binding contract or a contract of employment between us. It can be ended at any time by either the Volunteer or the Trustees.

Signed by volunteer..... Date.....

Signed by Trustee..... Date.....