

Bradford Ohio Railroad Museum Volunteer Program Information
Adopted February 2016

The Mission of the Bradford Ohio Railroad Museum:

The mission is to collect, preserve, exhibit, study, and interprets materials relating to the history and culture of railroading. The BORM offers programs for people of all ages and walks of life.

Who is eligible to be a BORM Volunteer?

Volunteer positions are open to all individuals who meet the qualifications, without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability. The minimum age of a Volunteer is eighteen.

BORM Volunteer Opportunities:

- 1 Educational Docent
- 2 Cataloguing/Accessioning
- 3 Exhibits
- 4 Special Events

BORM Will Provide Volunteers With:

- 1 Training necessary to perform in volunteer role
- 2 Opportunities to give back to local community

BORM Volunteer Program Policies and Procedures

BORM General Information

1. Hours of Operation:

- a. Saturday: 10:00am to 3:00pm Sunday: 12-3 PM First Sunday
- b. The Museum is closed from November, December, January, February and March
- c. BORM volunteers may be asked to work on days and hours the Museum is closed.

2. Inclement Weather:

- a. BORM will be closed to the public when dangerous weather conditions occur.
- b. If the Museum is closed for the day, a BORM staff member will call you.

BORM Volunteer Professional Practices

Attire: Volunteers are asked to present a professional appearance.

Smoking: Smoking is not prohibited inside the Museum or on BORM property.

Injuries: If an injury occurs, notify a staff member immediately. Volunteers are not covered by Workers' Compensation.

Scheduling: Volunteers need to schedule their time. Schedules are located at the business office.

Time Sheets/Hour Log: BORM volunteer hours are recorded in the Log Book located in the office.

Absenteeism and Substitution: BORM depends on volunteers to perform the duties they have been given

at the times they have been scheduled. Contact the Museum immediately if tardy or absent.

Harassment: BORM has a policy against harassment of any kind and will be grounds for dismissal.

Resigning: If you cannot fulfill your duties, inform the Volunteer Coordinator. If you have not contacted the Museum and no hours have been recorded for one year, your file will be closed.

Dismissal: Volunteers are expected to behave professionally. The BORM board reserves the right to terminate your volunteer status.

Definition and Expectations of BORM Volunteers

- 1 BORM volunteers serve with staff to uphold the mission of the BORM.
- 2 BORM volunteers do not receive insurance, indemnification, or Workers' compensation.
- 3 BORM volunteers are encouraged to become a member of BORM.

BORM Volunteer Integrity

Volunteers shall follow the policies, procedures, and ethics of BORM

Volunteers agree to complete training and use the resources provided to them by the Museum.

Volunteers shall protect the confidentiality of privileged information related to the Museum, its collections, staff, and activities.

Volunteers shall not use Museum time, contacts, knowledge, property, or materials for personal use or for any reasons that might result in a conflict of interest.

BORM Volunteer Conduct

1. Volunteers are expected to uphold the following standards while volunteering:
 - a. Provide friendly greetings and offer good customer service to Museum guests.
 - b. Volunteers must refrain from profanity or inappropriate conversations at the Museum.
 - c. Problems relating to the Museum should be reported to the Volunteer Coordinator.

Unacceptable Behavior

1. Unacceptable behavior may result in dismissal and is determined by the Board. This includes, but is not limited to:
 - a. Failure to adhere to policies and procedures or assigned duties.
 - b. Insubordination, abuse, or mistreatment of visitors, staff, or other volunteer
 - c. Theft of property or misuse of BORM materials

BORM Volunteer Conduct *continued*

2. Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner: Verbal Warning, Written Warning, Dismissal

Interactions with Children

1. NEVER, under any circumstances, be alone with or pick up a child.
 - a. The three appropriate ways to make physical contact with a child at BORM
 - i. To place your hand on the child's shoulder
 - ii. To place your hand on the child's back
 - iii. To hold the child's hand
 - b. Report inappropriate or abusive behavior to the staff.

Volunteer Job Descriptions Overview

BORM Docent

- 1 Have visitors sign the guest book on the reception table.

- 2 Allow them to look at their leisure.
- 3 Share facts about the railroad through Bradford

Educational Docent

- 1 Help prepare packets of materials for school visitors
- 2 Help conduct school tours through museum

Cataloguing/Accessioning

1. Accessioning form (please write legibly!)
 - a. Write a detailed description of artifact
 - i. (Identify artifact with an object name from the nomenclature book)
 - b. State condition of artifact
 - c. Mark location of artifact (storage or display)
 - d. Take digital photograph of artifact
2. Assist trained employees with data entry into the Past Perfect software

Exhibits

- 1 Assist with development of exhibits
- 2 Help in arranging exhibits
- 3 Help in removal of exhibits

Special Events

- 1 Help set up and tear down
- 2 Prepare refreshments
- 3 Run errands if needed

Grounds and Facility

- 1 Clean as needed
- 2 Cut Grass and weeds

Volunteer Coordinator

- 1 Conducts and/or arranging for volunteer orientation and training.
- 2 Assists in organizing and participating in volunteer recognition programs
- 3 Acts as a single point of contact for communications for volunteers
- 4 Confers with volunteers to resolve grievances and promotes cooperation and interest
- 5 Assists in recruiting, interviewing, and placing applicants for volunteer work

Traveling Educational Docent

- 1 Prepare lectures and materials for educational programs outside of the museum
- 2 Match programs to requests
- 3 Travel to various locations for program presentation
- 4 Present program

Hospitality (Non-Tours)

- 1 Help schedule and plan museum events for organizations
- 2 Work with outside organizations to meet their needs
- 3 Work museum staff and volunteers to schedule event needs

Bradford Ohio Railroad Museum

APPLICATION FOR VOLUNTEER SERVICE

Name: _____

Address: _____ City: _____ St: _____ Zip: _____

Home Phone: _____ Mobile: Phone: _____

Work Phone: _____ Ohio Driver's License Number: _____

Birthdates: _____ E-Mail Address: _____

Employment Status: Full time: _____ Part time: _____ Retired: _____

Place of Employment: _____ Occupation: _____

List any other volunteer experiences: _____

Check areas you are volunteering: BORM Docent _ Education Docent _ Special Events Hospitality _____ Displays _____ Cataloguing _____ Traveling Educational Docent _____

Check area of Interest: Collections _ Grounds and Facilities _ Education _ Public Relations _

Name and phone number to notify in case of an illness or accident while you are at BORM.

Name: _____ Phone: _____ Relationship: _____

Bradford Ohio Railroad Museum Volunteer Agreement: I certify that all statements are true. I understand that I need to update my contact information if it changes within ninety days. This application does not constitute an agreement or contract for any specified period or definite duration. If I am offered a volunteer position, I agree to provide my Social Security Number and/or Driver's License number for a possible background check. I understand that as a volunteer, I will not be entitled to monetary compensation for the work that I perform or be entitled to worker's compensation in the event of personal injury.

I have read and understand the BORM Volunteer Program Policies and Procedures.

Signature: _____

Printed Name: _____ Date: _____

Return this form to: BORM Volunteer P.O.101 Bradford, Ohio 45308