



## **Volunteer Code of Conduct**

### **“Our Mission Statement”**

To keep alive the history and heritage of Salmon Arm and area by collecting, preserving, documenting, researching and interpreting the artifacts, records and stories of the region in a public community museum.

Haney Heritage Village, the Museum and Archives are places where all are welcome to participate, learn, share, and explore the social, industrial and environmental history of the region. We aim to provide the best experience for all our visitors, and you as a volunteer help create that experience.

A volunteer has agreed of his/her own volition to dedicate time, energy, and skills to a chosen cause without any monetary compensation. Volunteerism involves giving back and bringing the community together. In striving to maintain the highest professional standards, the R.J. Haney Heritage Village & Museum obligate themselves to the following principles:

- As representatives of the Haney Heritage Village & Museum all volunteers are expected to maintain a level of professionalism and responsibility that is in keeping with our association.
- Volunteers and staff will strive to maintain an attitude that fosters teamwork and positive thinking.
- Volunteers will show respect for all other individuals on site regardless of status as volunteer, staff, or visitor.
- Volunteers are representatives of an ongoing community focused endeavor. As such volunteers have the right to recognition for the passion and commitment that they bring toward their endeavors and to the community.
- Volunteers must come prepared and on time for their assigned duties. This includes dressing appropriately for a work environment and for the weather.
- Upon arriving for scheduled events, it is required that volunteers check-in using the provided sign-in sheet in the museum office at the front desk.
- Prior to any events, volunteers are contacted and made aware of the work that is requested from them. It is therefore expected that volunteers be aware of your responsibilities and the tasks assigned to you upon arriving for a scheduled event.
- Volunteers are not expected to incur any extra expenses related to the continued operation of the R.J. Haney Heritage Village & Museum.

**Salmon Arm Museum and Heritage Association at R.J. Heritage Village and Museum**

P/O. Box 1642, 751 Hwy 97B NE Salmon Arm, British Columbia, BC V1E 4P7

Ph: 250.832.5243 [volunteer@salmonarmmuseum.org](mailto:volunteer@salmonarmmuseum.org) Fax: 250.832.5291

[www.salmonarmmuseum.org](http://www.salmonarmmuseum.org)

[facebook.com/Haneyheritage](https://facebook.com/Haneyheritage)

**Volunteers receive free admittance & a meal ticket to events they are scheduled to help with. They can then enjoy festivities pre/post shifts. We offer prizes for top accumulative hours as well as a year-end Volunteer Lunch**

**Students can gain valuable experience as well as letters of reference from R.J. Haney Heritage Village.**

## **Roles**

### **Marjorie's Tea Room:**

Assist the cook with preparation for lunch service, take orders, deliver orders, manage coffee station and serve desserts. Clean up & dishwashing. Daily & special events. Catered events will require meal prep and set up for buffet style dinners.

### **Gate Admission**

Taking cash for admittance on special events

### **Parking & Traffic Control**

Directing vehicles during events and weddings.

### **Reception & Greeter**

Greeting visitors, answering phones, hand out information and highlight the day's events.

### **Pancakes & BBQ**

Plating food in an assembly line, cashiers for orders, beverage station, pancake griddle & BBQ masters.

### **Games**

Carnival style games for the kids, some cash handling, and crafts/face painting.

### **House sitters & Interpreters**

Keeping count of the visitors who walk through the house and answering general questions (material provided).

## **Roles Cont....**

### **Gardening**

Come & assist our Gardener. We have over 40 acres of Park to look after with many gardens & trails to maintain.

### **Event Set up & Take Down**

Assemble event tents, set up tables & chairs, stages and lighting.

### **Maintenance & Construction**

Assisting with on-going maintenance and new projects.

### **Ticket & Raffle Sales**

Handling of cash for food tickets, raffles and beer & wine

### **Food Sales**

Making & selling popcorn, scooping & selling ice cream, pop & water.

### **Dinner Theater**

Daytime preparation, evening service, bussing & dishwashers

### **Weddings & Reunions**

Parking attendants, food preparation, set up and take down including decorating.

We are always looking for assistance with our school programs. Positions such as a School Marm, Blacksmith, Gold panning, tour guides & old fashion games.

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