



# Volunteer Handbook

*The mission of SIGNALS Museum is to educate visitors and the world about the history of information technology advancements, and the scientists, engineers and business leaders who made them possible. Through our exhibits and programs, we seek to inform and inspire new generations of innovators to master and expand this profound domain of human achievement.*

**Created October 2024**



1806 University Drive NW  
Huntsville, AL 35801  
[www.signals-museum.org](http://www.signals-museum.org)

#### Board of Directors

- Chair-Dr. Mark Bendickson
- Scott Jones
- Glenn Burton
- Cindy Griner
- Linda Quinn

Executive Director-Gina James

Volunteers,

Thank you for your interest in volunteering with SIGNALS Museum of information explosion. SIGNALS is dedicated to acknowledging the past and impacting the future in the fields of technology and communication.

We are keenly aware that it would be impossible to accomplish our goals as a non-profit without the help of volunteers. In fact, volunteers are the heart of our mission. Your commitment as a volunteer is key to our success.

As a volunteer, you will receive the opportunity to work in many aspects of the museum. You will receive an orientation followed by additional training to prepare for your chosen positions. Your time is extremely important to us and we strive to make your volunteer experience fun, engaging and educational. We aspire to match your unique skills with the needs of our mission.

We thank you for the dedication and enthusiasm that you bring to SIGNALS by offering volunteering events throughout the year. We want to recognize and engage our volunteers through various methods including volunteer shirts and certificates, relating to skills and service, annual recognition and awards reception, training lectures, work parties and social events.

We sincerely thank you for your hard work and dedication to make SIGNALS Museum an extraordinary opportunity for the north Alabama area.

Warm Regards,

Gina James

Executive Director

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# Introduction

Welcome to SIGNALS Museum volunteer program! We appreciate and value your contribution of time, skill, energy and enthusiasm to help us broaden our impact as we in enhance lives while acknowledging the past and impacting the future.

The purpose of this guidebook is to assist you in your volunteer experience with us. While the content is intended to inform you of your responsibilities as a volunteer, it is also meant to be a reference to be used at your convenience should you have any questions during your volunteer service with SIGNALS. The content and materials in this guide will be modified as needed to provide you with the most up-to-date information available.

SIGNALS Museum defines a volunteer as a person who freely offers to actively take on a task, responsibility or project without needing to be assigned, ordered or told to do so. Volunteers willingly spend time doing something with the goal of benefiting other while having no legal or financial concern or interest. Volunteers at SIGNALS include board members, committee members, unpaid interns, and various other unpaid individuals.

***Disclaimer: This volunteer handbook is not intended to create and does not create an express or implied contract of employment. The policies and procedures stated in this Volunteer Handbook are subject to change or cancel at any time, without notice, at the sole discretion of the board of directors of SIGNALS Museum. This volunteer handbook is only intended as a general guide to our policies and procedures.***

# General Procedures

## Becoming a Volunteer

- To become a Volunteer with SIGNALS please complete the following steps:
- Complete and submit the volunteer application form, the volunteer waiver form, and code of conduct.
- Submit a Photo ID
- Complete a background check (if volunteering in the area where children are present).
- Attend an orientation about SIGNALS, a review of policies and procedures and a discussion of volunteer positions and opportunities.
- Request, be selected for, and then be placed into a particular position.
- Attend additional job orientation and training related to specific volunteer positions.

## **Job Orientation and Training**

Before beginning your regular volunteer assignment, your supervisor will discuss the following with you:

- Review job duties, expectations and evaluation procedures. Sign the job description.
- Confirm work dates, times and anticipated duration of your participation.
- Review log-in and sign out procedures.
- Provide specific training on all skills needed to perform assigned tasks.
- Provide safety orientation.
- Review locations of restrooms, first aid kits and places for your personal items like purses, coats, etc.

## **Volunteer Benefits**

- Free SIGNALS polo once you complete 8 hours.
- Two annual volunteer events
  - One in the spring to discuss the upcoming year.
  - One in the fall for recognition
- Individual Membership in the Museum (after three months of regular service)
- 10% Discount in the Gift Store
- Invitation to social events

## **General Policies**

### **Absences**

We rely on our volunteers. Should anything happen to prevent you from participating in an activity or event please contact the volunteer director, or your supervisor, so a replacement can be found.

### **Accidents or injuries**

If you are injured, you should immediately contact any SIGNALS staff. We require that you list an emergency contact in case of accidents.

### **Background Checks**

Volunteers may be required to submit a background check prior to placement depending on the volunteer position. The results of these checks will be confidential. Background checks are paid for by the volunteer.

### **Code of Conduct**

While volunteering for SIGNALS we expect you to always conduct yourself with common courtesy to others. You also have a responsibility to report any unethical or dishonest behavior to the Executive Director. We want your experience to be a positive one. We expect our volunteer to refrain from the following:

- Do not bring a weapon or anything constructed to be a weapon to any event, sponsored location or assigned volunteer sight.
- Arriving to your volunteer assignment intoxicated or perceived to have been engaging in any drug or alcohol use prior to your assignment.
- Verbally abusing or name-calling towards anyone.
- Inflicting intentional physical harm to anyone
- Participating in any form of sexual harassment or any other harassing or offensive conduct.
- Engaging in any conduct that threatens, intimidates, or coerces an employee, another volunteer, a guest, a member, a vendor or anyone else.

- Remove SIGNALS' property without permission.
- Intentionally damaging or destroying SIGNALS property

### **Confidentiality and Non-Disclosure**

Privacy is a high priority of SIGNALS. In your volunteer capacity, you may come into contact with highly sensitive, confidential information concerning SIGNALS. All this information is strictly confidential and must not be shared directly or indirectly with any person outside our organization.

### **Dismissal of Volunteer**

Volunteers that do not adhere to the rules and procedures of SIGNALS or who fail to perform their volunteer assignments at a satisfactory level may be subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with their supervisor. Possible grounds for dismissal may include but are not limited to:

- Gross misconduct or insubordination
- Being under the influence of alcohol or drugs
- Theft of property
- Misuse of or organization equipment or materials
- Abuse or mistreatment of guests or co-workers.
- Failure to abide by organization policies and procedures.
- Failure to satisfactorily perform assigned duties.

### **Diversity, Equity and Inclusion Statement**

We recognize the importance of equity, diversity and inclusion in the community we serve. These components are necessary for interconnectedness, accountability, and social responsibility necessary for the learning and development of the mission of SIGNALS. Through collaboration, internal and external support we will build a sense of belonging for all who experience SIGNALS.



## **Dress Code**

As representatives of SIGNALS, volunteers, like staff, are responsible for presenting a good image to guests and community. Volunteers are to dress appropriately for the conditions and performance of their duties. Some programs may have specific dress code requirements that will need to be adhered to.

## **Drug Free**

The possession, distribution or use of alcohol or illegal drugs at any SIGNALS facility or while volunteering in any SIGNALS program is forbidden.

## **Ethics and Conduct**

SIGNALS will comply with all applicable laws and regulations and expect its board members, officers, employees and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgement based on ethical principles will guide volunteers with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Executive Director for advice and consultation.

## **Equal Opportunity**

It is the policy of SIGNALS to treat all volunteers and staff equally based on job-related qualifications regardless of gender, national origin, age or any other classification proscribed under local, state or federal law.

## **Equipment**

SIGNALS generally provides all necessary tools, safety equipment and supplies to volunteers and staff when they are needed so that they may accomplish assigned tasks. However, you may bring and use your own tools or safety equipment if preferred.

## **Evaluation**

Your job performance will be evaluated regularly to stimulate learning and improvement as well as to recognize achievements. Depending on the extent and complexity of your job, the evaluations may be formal or informal, written, or oral. It is important that you communicate clearly and frequently with your supervisor. Discuss any successes, difficulties, suggestions or questions you have.

## **Felony Convictions**

Any volunteer applying for an opportunity with SIGNALS who have been convicted of a Class A, B or C felony is not eligible to volunteer with SIGNALS.

## **Grievance**

Whenever a volunteer has a job-related question, problem, or concern with SIGNALS there are people available to help resolve the matter. The volunteer should discuss the issue with their supervisor. It is expected that most disagreements will be dealt with at the lowest level of the chain of command. In the event that informal conflict resolution fails to resolve a volunteer's problem, a grievance may be completed and submitted to the appropriate management staff member.

## **Growth and Development**

SIGNALS supports opportunities for personal growth, professional development, and training by providing volunteers tools to gain knowledge, learn new skills and confidence to be successful and thrive.

## **Harassment**

It is the policy of SIGNALS that it will not permit verbal or physical conduct with an employee or volunteer which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

### **Hold Harmless and Release of Liability**

SIGNALS does its best to ensure the safest work environment possible. Prior to your volunteer service, you will be required to sign the volunteer waiver of agreement in which you agree to indemnify and hold harmless SIGNALS from any loss, liability, danger or costs that may be incurred due to your volunteer activity.

### **Maintenance of Personal Data**

You are responsible for updating personal data, such as change of address, phone number, email address, etc. with the volunteer director.

### **Minors**

Volunteers must be aged 12 or older. Volunteers who have not reached the age of 15 must be accompanied by a parent or guardian. Volunteers who have not reached the age of 18 must have written consent from their parent or guardian. The volunteer activity that is assigned to a minor must be performed in a non-hazardous manner and comply with all appropriate requirements of child labor laws.

### **No Solicitation/No Distribution**

Conducting non-SIGNALS business on site, such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of memberships or any other types of activity is strictly prohibited.

### **Open Door Policy**

Should you have or foresee a problem that may interfere with your commitment or ability to adequately perform your responsibilities please immediately discuss the matter with your supervisor or another member of the staff. The volunteer director is always available to discuss changes, problems or concerns.

## **Orientation and Education**

General orientation meetings include an overview of SIGNALS, its mission, review of policies and procedures and a discussion of volunteer positions and opportunities. Orientations are conducted in person or in a group setting. Specific training will be provided by staff addressing the volunteer assignment being performed.

## **Professional Standards**

The manner in which volunteers and staff conduct ourselves should create favorable and lasting impression of SIGNALS and its operations and activities. The continued success of the organization depends on the quality, integrity, expertise, and professionalism of all our staff. Guests of the museum must receive prompt and courteous attention and a helpful and meaningful response. SIGNALS staff should be contacted to assist in any situation that is beyond volunteer's control or comfort level. Visitors must always be treated with deference, tact and courtesy.

## **Public Relations**

Any request for information or interviews by the media should be referred to the Executive Director

## **Recognition**

SIGNALS recognizes and celebrates the commitment of its volunteers. We host two annual events for volunteers. The event in the spring welcomes new volunteers, energizes the seasoned volunteers, and evaluates opportunities for the upcoming year. The fall event recognizes the success of the previous year with certificates, pins and special awards.

## **Safety and Security Procedures**

You are expected to observe and follow all the safety and security policies of SIGNALS. You are encouraged to report unsafe conditions or hazardous situation to your supervisor, the volunteer director or Executive Director. If you are unsure of how to do a job safely, contact your supervisor.

## **Smoking**

SIGNALS property and facilities are tobacco free. This includes products related to smoking, chewing tobacco, snuff, smokeless tobacco, or vaping products.

## **Sexual Harassment**

All volunteers, employees, supervisors and members of management, both male and female are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a condition of service or employment, is used as a basis of employment, for advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment.

## **Weather**

SIGNALS strives to continue all operations under mildly inclement weather. However, in the event of major weather events, SIGNALS staff will give adequate notice if normal operations are cancelled. If you do not receive notification, you are to report as scheduled.

## **Whistleblower**

It is the policy of SIGNALS to encourage staff and volunteers to come forward with credible information on illegal practices or violation of adopted policies of the organization. The organization will protect the individual from

retaliation and identity of those staff, board members or outside parties to whom such information can be reported.



## General Information

SIGNALS Museum of Information Explosion was created by Dr. Marc Bendickson to share his vast collection with the public and to educate the community about the unique and intriguing technological advancements that have occurred over the past 200 years and how Huntsville played a large role in it.

### **Hours of Operation:**

- Monday-closed except for special programming events
- Tuesday-closed
- Wednesday-9:00-5:00
- Thursday-9:00-5:00
- Friday-9:00-5:00
- Saturday-9:00-5:00
- Sunday-1:00-5:00

### **Special openings:**

- MLK Day-January
- Presidents' Day-February
- St. Patrick's Day-March
- Memorial Day-May
- Independence Day-(special hours)
- Labor Day-September

### **Closed Dates:**

- New Year's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

## **Admissions**

- Adults-\$14
- Children (ages 3-12) and Students-\$12
- Children under 2-Free
- Senior and Military-\$10
- SIGNALS Members-Free

## **SIGNALS Staff**

Gina James

Executive Director

Volunteers/Grants/Donors/Building/Collections and Archives

256-857-1291

[gjames@signals-museum.org](mailto:gjames@signals-museum.org)

Assistant Director

Programs/School Groups/Ticketing/Marketing and PR

Docent

Docent

Mari Allen

Administrative Assistant/Event Rentals

256-857-1294

[mallen@signals-museum.org](mailto:mallen@signals-museum.org)



## **Forms**

**Volunteer Application**

**Volunteer Waiver**

**Volunteer Code of Conduct**



## SIGNALS Volunteer Application

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Ethnicity \_\_\_\_\_ Education \_\_\_\_\_

### **Demographics**

You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth (year is optional)

Month \_\_\_\_\_

Day \_\_\_\_\_

Year \_\_\_\_\_

Age range-      under 18                      18-64                      65+

Gender \_\_\_\_\_

Have you ever been convicted of a felony?    Y    N

Your Motivation \_\_\_\_\_

Why do you want to volunteer at SIGNALS Museum?

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## **Availability**

Please circle the days you are generally available to volunteer.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

## **Assignment Preference**

The following volunteer assignments may currently be available. You may visit the website at [www.signals-museum.org](http://www.signals-museum.org) names to learn more.

- Administrative Support [Operations]
- Artifacts and Collections Support [Artifacts and Collections]
- Board Meeting [Operations]
- Bookings and Ticketing [Operations]
- Content Author [Marketing/Communications]
- Copy Editing [Exhibition / Experience]
- Custodian [Operations]
- Digitizing and media support [Artifacts and Collections]
- Electrical Troubleshooting/Repair [Artifacts and Collections]
- Event Support [Operations]
- Exhibit / Education Docent. [Programs]
- Exhibit Design [Exhibition / Experience]
- Exterior refinishing/repair [Artifacts and Collections]
- Fundraising [Operations]
- General Exhibition/Public Areas build out support. [Exhibition / Experience]
- General Pair of Hands [Operations]
- Gift Store Researcher [Marketing/Communications]
- Graphic Design [Marketing/Communications]
- K4MIE Ham Radio Docent [Programs]
- K4MIE Operator [Programs]
- K4MIE Trainee [Programs]
- K4MIE Training Class [Programs]
- Librarian [Programs]
- Museum Management [Operations]
- Outreach Coordinator [Programs]
- Photographer [Marketing/Communications]
- Picture Researcher [Exhibition / Experience]
- Preparation and Cataloging [Artifacts and Collections]
- Research and Fact Checking [Exhibition / Experience]
- Social Media Coordinator [Marketing/Communications]
- Subject Matter Expert [Exhibition / Experience]
- Subject Matter Expert [Marketing/Communications]
- Videographer [Marketing/Communications]
- Volunteer Coordinator [Operations]
- Volunteer Workday [Operations]
- Work Party [Artifacts and Collections]

**Skills & Experience**

Please describe your relevant skills and experience, particularly for any selected assignment preferences.

- Administrative skills\_\_\_\_\_
- Amateur Radio License\_\_\_\_\_
- Copy writing/editing\_\_\_\_\_
- Education/Outreach experience\_\_\_\_\_
- Electrical Engineering\_\_\_\_\_
- Library Skills\_\_\_\_\_
- Marketing\_\_\_\_\_
- Mechanical Engineering\_\_\_\_\_
- Photography\_\_\_\_\_
- Prior docent experience\_\_\_\_\_
- Research\_\_\_\_\_
- Social Media\_\_\_\_\_
- Videography\_\_\_\_\_

Email\_\_\_\_\_

We like to keep volunteers informed of important news, schedules, and volunteer opportunities by email, however, will not send you any email you prefer not to receive. Use the checkboxes below to select the kinds of email you would like to receive from us.

Would you like to opt-in to text messaging?

Yes

Not now

**What kinds of emails would you like to receive?**

- |   |  |
|---|--|
| <input type="checkbox"/> Electronic newsletters | <input type="checkbox"/> Announcements and Invitations |
| <input type="checkbox"/> Recruitment appeals    | <input type="checkbox"/> Schedule reminders            |
| <input type="checkbox"/> Happy Birthday         | <input type="checkbox"/> Volunteer Information Center  |

We provide an online "Volunteer Information Center" where volunteers may check their schedules, update their information, and receive messages. Please select the password you would like to use to access the online Volunteer Information Center.

Password\_\_\_\_\_

Confirm Password\_\_\_\_\_

**Requirements**

- At least 6 characters long
- Mixture of letters and numbers

Volunteer Shirt size\_\_\_\_\_

I understand and agree that submitting this application form does not automatically register me as a Signals Museum volunteer, and that there may be certain qualifications I must meet, including the acceptance of established volunteer policies and procedures before I may begin volunteering.

By submitting this form, I attest that the information I have provided on the form is true and accurate.

Signature\_\_\_\_\_Date\_\_\_\_\_



# VOLUNTEER

## SIGNALS: The Museum of Information Explosion

Thank you for your interest in being a part of the Museum of Information Explosion!  
Your participation is so appreciated and critical to our success.

### Volunteer Waiver and Agreement - SIGNALS Museum

I wish to work as a volunteer for SIGNALS Museum and engage in the activities related to being a volunteer for a work project, I do hereby voluntarily execute this Volunteer Waiver under the following terms:

Initial

I have read the Volunteer Code of Conduct and agree that violating it could result in my being unable to volunteer at SIGNALS Museum.

\_\_\_\_\_

I release and hold harmless SIGNALS Museum and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my work as a Volunteer with SIGNALS Museum.

\_\_\_\_\_

I understand that this Waiver discharges SIGNALS Museum from any liability or claim that I may have against SIGNALS Museum with respect to bodily injury, personal injury, illness, death, or property damage the volunteer incurs and that may result from my participation as a volunteer on the SIGNALS Museum's work site. I also fully understand that SIGNALS Museum does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.

\_\_\_\_\_

I understand that I expressly waive for myself as a volunteer any such claim for compensation or liability on the part of SIGNALS Museum beyond what may be offered freely by the representative of SIGNALS Museum in the event of such injury or medical expense.

\_\_\_\_\_

I hereby release SIGNALS Museum from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time as a volunteer with  
\_\_\_\_\_ SIGNALS Museum.

I understand that my time as a volunteer with SIGNALS Museum may include various activities that may be hazardous to me as a volunteer and I hereby expressly and specifically assume the risk of injury or harm in these activities and release SIGNALS Museum from all liability for injury, illness, death, or property damage resulting from  
\_\_\_\_\_ the activities of my time as a volunteer with SIGNALS Museum.

I understand as a volunteer that I may choose not to do or perform any activity or duty as may be requested by museum staff. In the event of such choice, I will make known to museum staff my choice not to perform a particular activity or duty. I further understand I have no right or interest in my role to be selected or used as a museum  
\_\_\_\_\_ volunteer and that such selection or usage of my voluntary services is wholly discretionary with museum supervisory staff.

I grant unto SIGNALS Museum all rights, title, and interest in any and all photographic images and video or audio recordings that are made by SIGNALS Museum during my time as a volunteer with the SIGNALS Museum, including, but not limited to, any  
\_\_\_\_\_ royalties, proceeds, or other benefits that are derived from such photographs or recordings.

I expressly agree that this waiver is intended to be as broad and inclusive as permitted by the laws of the state of Alabama in the United States of America, and that this  
\_\_\_\_\_ waiver shall be governed by and interpreted in accordance with the laws of the state of Alabama.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged by SIGNALS staff: \_\_\_\_\_

## Volunteer Code of Conduct - SIGNALS Museum



# VOLUNTEER

**SIGNALS: The Museum of Information Explosions**

Thank you for your interest in being a part of the Museum of Information Explosions.  
Your participation is so appreciated and critical to our success.

The purpose of the Code of Conduct for Volunteers is to set out standards of behavior expected from volunteers at SIGNALS Museum. All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behavior in the performance of their duties by:

- Performing their volunteer role to the best of their ability in a safe, efficient and competent way.
- Following the museum's policies and procedures as well as any instructions or directions reasonably given to them.
- Meeting time and task commitments and providing sufficient notice when they cannot be available so that alternative arrangements can be made.
- Acting in a way that is in line with the purpose and values of the Museum and that enhances the work of the museum.
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- Always communicating respectfully and honestly.
- Maintaining an appropriate standard of dress and personal hygiene.
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with SIGNALS Museum with the Volunteer Coordinator or Executive Director.
- Reporting any health and safety concerns.
- Directing any questions regarding the museum's policies, procedures, support or supervision to the volunteer's supervisor.



- Declaring any interests that may conflict with their role or the work of the museum (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Executive Director.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with SIGNALS Museum returning any such documents, material in their possession.
- Seeking authorization before communicating externally on behalf of SIGNALS Museum.

For the avoidance of doubt, Volunteers are expected NOT to

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of SIGNALS Museum, its volunteers, employees or charity trustees.
- Engage in any activity that may damage property.
- Take unauthorized possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with SIGNALS Museum ends, confidential information gained in the course of their role with SIGNALS Museum.
- Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of SIGNALS Museum's other policies and procedures this may result the volunteer's position being terminated. Notwithstanding the foregoing, volunteer should note that SIGNALS Museum may terminate a volunteer's position without ca

Volunteers acknowledge that no employment relationship is created in the context of their role with SIGNALS Museum.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Acknowledged by \_\_\_\_\_

(on behalf of SIGNALS Museum)

The Board of the Museum will review the Code of Conduct for volunteers as appropriate. The Executive Director is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers are expected to facilitate this process.

# **Volunteer Job Descriptions**

## **Job Description EDUCATION DOCENT**

### **General Information:**

Education Docents serve as presenters for the education programs to children and adults.

### **Responsibilities:**

- Guided tours of SIGNALS Museum
- Classroom and field trip presentations
- Outreach programs in area schools

You will be provided with the information needed to present these various programs.

### **Qualifications:**

- Good communication skills
- A clear voice
- Patience with children
- Enjoy working with the public
- A heartfelt desire to serve

Classroom management skills are helpful, but SIGNALS staff can provide training in this area.

### **Time Commitment:**

Education Docents are asked to volunteer 5-10 or more hours per month. Usually you will work in 2-3 hour time slots. We will work with your schedule and interests.

Plan to arrive for your duty 30 minutes prior to the presentation for check-in and preparation. Please commit to staying at the assigned presentation for the designated time.

### **Training and Support:**

New volunteers will be provided with an orientation training session. Your skills and knowledge will determine the amount of additional training necessary.

Notes and lesson plans will also be provided to help you in your new position. Please be sure to share any questions you have as you learn different stations.

**Supervisor:** Gina James, Executive Director, 256-857-1291.

Volunteers must complete an application and consent to a background check prior to being assigned.