

VIC JUBA COMMUNITY THEATRE POLICY

Title: Volunteers
Effective: May 26, 2009



1. PURPOSE

- 1.1 All volunteers offering their services to the organization will have their offer to volunteer dealt with promptly and are given a warm welcome, which reflects the value we give to volunteers.
- 1.2 It is recognized that volunteers play a very important role and their efforts contribute highly to the overall success of the Vic Juba Community Theatre.
- 1.3 The involvement of volunteers within the organization will be encouraged and supported whenever possible.
- 1.4 To clearly define the role for a volunteer helps the volunteer to understand what is expected of him/her. As far as possible specific activities should be identified for which a volunteer can take responsibility.
- 1.5 Training will be given to all volunteers and will be reviewed and updated regularly.
- 1.6 A standard of conduct must be maintained to ensure the overall success of performances at the Vic Juba Community Theatre.

2. VOLUNTEER'S RIGHTS

- 2.1 All volunteers have the right to be treated in a courteous and respectful manner.
- 2.2 All volunteers have the right to work in a safe environment and to only accept work for which he/she feels trained and comfortable doing.
- 2.3 All volunteers have the right to be kept informed of events and activities at the Vic Juba Community Theatre.
- 2.4 All volunteers may work at the Vic Juba Community Theatre as long as they have received the required training and fulfill their commitment to their assignment.
- 2.5 All volunteers have a right to be recognized for their efforts.

3. VOLUNTEER'S RESPONSIBILITIES

- 3.1 To act in a manner befitting a representative of the Vic Juba Community Theatre and to sign and abide by the Code of Ethics.
- 3.2 To ensure the safety and security of the public and any person directly or indirectly associated with the theatre.
- 3.3 To commit to a minimum 3 shifts per year.
- 3.4 To contact the Box Office or General Manager before an event or performance if they are unable to make their shift.
- 3.5 To stay abreast of events or activities at the Vic Juba Community Theatre by contacting the Box Office, checking our Upcoming Events list that is emailed or mailed to you, or by checking the website.
- 3.6 To contact the Box Office to update their address, phone number, email, and emergency contact as necessary.

4. VOLUNTEERS UNDER THE AGE OF 18

- 4.1 Due to the responsibilities of an usher to ensure the safety and security of the public in the event of a fire or other emergency evacuation, minors between the ages of 16 to 18 may only volunteer provided that they are working with a least one adult.



CODE OF ETHICS

As a volunteer for the Vic Juba Community Theatre, I agree to adhere to this Code of Ethics at all times.

I pledge to:

1. Be on time for my volunteer shift, and provide my supervisor with as much notice as possible if I am unable to attend a given shift;
2. Abide by all written policies and guidelines provided to me – relevant to my volunteer work;
3. Accept orientation and training in order to provide quality service;
4. Accept supervision in the performance of my duties, and I will not present myself or comment to the media as an agent of theatre unless approved to do so by my supervisor;
5. Perform all assigned tasks to the best of my ability, and not report to work while under the influence of alcohol or drugs; and I will not consume alcoholic beverages from the Bar & Concession;
6. Treat with courtesy each individual with whom I come into contact regardless of race, colour, religion, age, gender, sexual orientation or national ancestry;
7. Obey all laws and regulations while volunteering for the theatre;
8. Be positive about all performances and events while at the theatre regardless of my personal opinion;
9. Bring my best skills and abilities to my volunteer work to promote the Vic Juba Community Theatre.

Volunteer's Signature

Witness

Date of Signature

Date of Witness Signature