



The Dr. and Mrs. Christian Ezekwueche Volunteer Program

The Tubman Museum is growing, and we are looking for you to join our team. Become a member of the Ezekwueche Volunteer Program. Members of this distinguished group serve as docents, docent aids, special event volunteers, and general volunteers promoting the mission of the Tubman Museum. Volunteers are placed based on where their skills and interests are. Join our team in one of the following categories:

Museum Store Volunteer

Volunteers who work in the museum store assist the Guest Services staff by helping with the register, keeping the museum organized, and greeting guests. Volunteers who work in this part of the museum need to enjoy working with and interacting with the public. Volunteers must be at least 15 years old to volunteer in the Museum Store.

General Volunteer

General volunteers are volunteers who assist in different and various ways, which includes educational programs, office tasks, and events. Volunteers must at least be 15 years old to be a general volunteer.

Special Event Volunteers

Special Event volunteers help when there is a special event being held at the museum. Special events include but are not limited to: *All That Jazz* (January) and the *Pan-African Festival* (April). Volunteers must be at least 15 years old to be a Special Events volunteer.

Sankofa Society

Sankofa Society volunteers work as docents helping to lead tours and interpret information for museum guests and groups. Docents are a part of the fabric of our institution and work to provide an excellent educational experience for visitors. These individuals must enjoy working with the public, an interest in learning new things, and a passion for African American art, history, and culture. Volunteers must be at least 16 years old to be a docent.

Sankofa Society Aid (Docent Aid)

Sankofa Society Aids work alongside docents and aid them during large group tours. Docent aids are not responsible for giving tours but assist in crowd control and make sure tours run smoothly while making sure tour groups are where they are supposed to be. Volunteers must be at least 16 years old to be a docent aid.

For more information or to sign up to be a volunteer please contact the Tubman Museum at 478-743-8544.



VOLUNTEER APPLICATION

For Ages 15 & up Tubman Member? Y N 1st Time Volunteer? Y N

PERSONAL INFORMATION:

Name: _____ Age*: _____

Address: _____ (*If under 21)

City: _____ State: _____ Zip: _____

Phone: Hm.() _____ Cell.() _____ Other() _____

E-mail Address: _____

EMERGENCY INFORMATION:

Contact Name: _____ Phone() _____

Contact Name: _____ Phone() _____

List any allergies & reactions: _____

REFERENCES:

Contact Name: _____ Phone() _____

Contact Name: _____ Phone() _____

Contact Name: _____ Phone() _____

SCHOOL INFORMATION: (if Applicable)

Middle School Student High School Student College Student

Grade school year? _____ Major/Concentration _____



AREAS OF INTEREST: Special Events & Programs (weekend, summer, seasonal)
Docent/Tour Guide (Sankofa Society) Museum Store General Volunteer Docent Aid (Sankofa Society Aid)

List Skills: _____

List any other Interests: (not listed above): _____

Why did you choose the Tubman Museum as your volunteer site? _____

The Tubman Museum does not discriminate on the basis of age, race, color, creed, national origin, physical disability, sexual orientation, or any other reason whatsoever. The Museum's mission is to encourage people to explore and appreciate African American art, history and culture. I understand the important role volunteers serve in accomplishing this mission and I agree to follow the rules and regulations of the Museum to fulfill the mission successfully.

Signature: _____ Date: _____

*Parent Signature: _____ Date: _____

*If applicant is under the age of seventeen (17), a parent or guardian must sign in agreement with the applicant.



Rules & Regulations

1. Business Casual is the dress standard for The Tubman Museum. As such, volunteers and staff members are expected to wear appropriate office attire. Jeans, khakis, and other casual clothing are permissible only under certain conditions, such as workshops, camp, and selected events and programs involving children. T-shirts or clothing with writing are prohibited unless clothing incorporates the Museum logo. Skirts should be no more than 2" above the knee. Midriff blouses, tank tops, torn jeans, saggy pants, cut-off shorts and tight revealing clothing are forbidden. Tattoos and body piercings should be properly covered.
2. Assigned tasks should be completed professionally. Volunteers are to adhere to all assignments at the Tubman Museum with the same regard as a paid position. Though we make every effort to connect volunteers with their areas of interest, there may be instances in which assignments vary.
3. Staff, including volunteers should report for duty at least 10 minutes early.
4. Volunteers must wear a Museum ID badge while working on the Museum's behalf.
5. Volunteers with disagreements concerning other volunteers or Museum personnel should discuss his/her grievances with the appropriate fulltime Tubman Museum staff member.
6. Drug consumption or possession on Museum premises or at any Museum-sponsored function/event is grounds for immediate dismissal.
7. Alcohol usage while on duty as a museum representative is prohibited, even if you are 21 or older.
8. Computer Usage & Office Files: Volunteers are allowed to use staff computers while under the immediate supervision of the fulltime staff member. The same applies to staff's office files. Unauthorized use may result in termination from a volunteer position.
9. Unauthorized use of the internet may result in suspension or dismissal from the Museum's volunteer program. The Internet is available solely for the use of conducting legitimate Tubman Museum business.
10. All volunteers are responsible for notifying fulltime Museum staff members of any conditions or situations which may impair their abilities to fully execute assignments at the Tubman Museum.
11. Volunteers are expected to fully execute any reasonable task requested by Museum staff. Museum staff will not request volunteers to fulfill tasks or duties they are not willing to complete themselves.



12. The Tubman Museum reserves the right to dismiss volunteers for repeatedly continuing to incomplete his/her volunteer duties and for failure to comply with Museum rules and regulations contained herein.
13. Cell phones should be kept out of sight and put on silent while on duty; talking or texting is not permitted. In the event of an emergency and you need to make a call, please request a break from your supervisor to allow them an opportunity to cover your task/post.
14. The Tubman Museum reserves the right to amend this document at any time for any reason.
15. Volunteers are encouraged to become members of the Tubman Museum.