

QUEENSCLIFFE MARITIME MUSEUM INC

A0007086T ABN: 11 209 960 897

2 Wharf Street, Queenscliff, Victoria Australia

PO Box 2, QUEENSCLIFF, VIC 3225 Phone/Fax 03 5258 3440

Email: info@maritimequeenscliffe.org.au

www.maritimequeenscliffe.org.au



VOLUNTEER REGISTRATION

QMM is an accredited Museum adopting Museum Australia's Code of Ethics, which is included with the Volunteer Handbook.

We provide induction and training in your nominated area of interest before you start your volunteer role..

Dr/Mr/Mrs/Ms/Miss/Other _____ First name _____ Family Name _____

Address _____ Post Code _____

Emergency contact _____

Telephone Home _____ Mobile _____

Email: _____

Signature: _____ Date _____

I wish to volunteer at QMM and agree to comply with the Museums Australia Code of Ethics. Any work I produce for or on behalf of QMM remains the sole property of QMM including copyright of any intellectual work.

My areas of interest and Certificates obtained are:

MUSEUM:	<input type="checkbox"/>	<i>Please tick</i>					
Reception/Shop	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Cataloguing	<input type="checkbox"/>	Outdoor Maintenance	<input type="checkbox"/>
Conservation	<input type="checkbox"/>	Display	<input type="checkbox"/>	Museum Guide	<input type="checkbox"/>	Computer operation	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>	Research	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Events	<input type="checkbox"/>
RSA	<input type="checkbox"/>	First Aid	<input type="checkbox"/>	Food Handling Certificate	<input type="checkbox"/>	Working with Children	<input type="checkbox"/>

Hours/days are negotiated according to your availability & our needs, and monthly rosters circulated in advance

Days I am **NOT** available: *please circle* MON TUE WED THUR FRI SAT SUN

Frequency of availability: Weekly Fortnightly 3 Weekly Monthly Other: _____

POINT LONSDALE LIGHTHOUSE TOUR GUIDE: *Please tick*

Lighthouse Tours take 30 minutes and are conducted every Sunday from 9.30am – 1.30pm. Other times may be booked subject to agreement with Port of Melbourne and availability of guides.

Two Lighthouse volunteers are rostered on at all times. Lighthouse volunteers are required to hold a current First Aid certificate and a Working with Children Certificate; training is funded by QMM.

Please return your form to the office by hand or post. We will contact you regarding your induction and roster times

THANK YOU FOR YOUR SUPPORT

<i>Office Use Only</i>	Work area assigned	<input type="text"/>	Induction Date	<input type="text"/>	Start Date	<input type="text"/>
Security clearance date	<input type="text"/>	Lighthouse Volunteer	1st Aid Cert date	<input type="text"/>		

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VOLUNTEER AGREEMENT

As a Volunteer for the Queenscliff Maritime Museum I agree to the following

- I understand that the Museums normal operating hours are from 10.30 am to 4.30 pm and can commit to a minimum of _____ hours per week/fortnight.
- If my ability to honour this commitment changes, or if I am uncomfortable with my assignment, I will inform the organisation.
- As an administration volunteer, I will commit to one weekend morning or afternoon shift per calendar month.
- I am prepared to make myself available when Museum holds fund raising events.
- I am prepared to provide the Organisation with at least four week's notice if I am to be unavailable for more than one week.
- As an administration volunteer I commit to being proactive in the operations of the reception and shop.

In return, the organisation agrees to:

- To provide flexible working days to accommodate the best use of the Museums resources.
- Educate volunteers on their roles and responsibilities.
- Make best use of the volunteer's time and skills, and offer opportunity for internal or external training as appropriate.

I will be available to volunteer at the Queenscliff Maritime Museum from ____ / ____ / ____

I am volunteering as a Newstart YES / NO.

As a Newstart volunteer my start date will be ____ / ____ / ____

NAME OF VOLUNTEER _____

VOLUNTEERS SIGNATURE _____ **DATE** ____ / ____ / ____

QUEENSLIFFE MARITIME MUSEUM INC

INDUCTION OF NEW VOLUNTEERS CHECKLIST

VOLUNTEERS NAME _____ START DATE _____

1	Welcome	
2	Introduction to other volunteers on duty	
3	Name tag to be provided. Volunteers welcome and History booklet	
4	Signing on / off	
5	Location of toilet and kitchen and First aid cupboard	
6	Tour of Museum – inside and outside using map	
7	How to greet people visiting the Museum. By telephone (official greeting) or in person at counter	
8	Use of till and EPOS	
9	How to open and lockup	
10	Fire procedures	
11	Turning office computers on and off	
12	Introduction to the volunteers' duties list	
13	Location of office files and supplies	
14	Exit and entry to museum and offices in case of fire / emergency	
15	Handbook read by volunteer	
16	Computer Policies (Usage restrictions)	

NOTES:
