



## Volunteer Guidelines

### VOLUNTEER OPPORTUNITIES:

- Special Event Assistant
- Art Exhibit Assistant
- Public Relations/Marketing Assistant
- Research, Grants, Development and Evaluation

### GUIDELINES:

- Volunteers may sign up for any number of hours and any days of the year.
- Volunteers will attend a brief orientation session before serving as a volunteer.
- Volunteers will wear a MAX volunteer badge so guests may identify them.
- It is important that volunteers represent MAX and themselves with a professional manner of dress. Business casual is generally the most appropriate form of attire unless engaged in field art and other work that can be messy.
- Volunteers may take time off or resign as a MAX volunteer at any time.
- All volunteers will attend an orientation session hosted by a member of the MAX Board of Directors before actively serving as a volunteer.
- Volunteers will foster the MAX spirit with courteousness to all MAX artists, patrons and visitors at all times.
- Volunteers will become familiar with the MAX web site, and facility.

### SAFETY:

It is MAX's intent to set good personal examples for safety practices for all tasks and working conditions. Volunteers will be trained to safely work within their assigned roles. Although every effort will be made to maintain a safe environment, the basic responsibility for health and safety issues rests with the individual. All volunteers should conduct their work in a safe and healthful manner. MAX will take all reasonable actions to eliminate or minimize exposure of volunteers to conditions that may cause accidental injury or impaired health.

### AS A VOLUNTEER, YOU ARE RESPONSIBLE TO:

- Perform your work in a safe manner.
- Know your limitations. Do not lift heavier loads than you think are safe for you.
- Know the location of the first aid kit, fire extinguishers and evacuation routes.
- Keep work area clean and free from waste and clutter.
- Become familiar with and follow the safety and health protection procedures.
- Promptly report injuries and unsafe health incidents, practices or conditions to MAX management.



## Volunteer Agreement Form

I have read the Magnolia Art Xchange (MAX) Volunteer Guidelines and agree to abide by these guidelines. I also agree to abide by any directions given during volunteer training sessions and by the MAX staff while volunteering for MAX. I understand that I am a volunteer and not an employee. There is no monetary payment or fringe benefits offered to me other than the enjoyment of assisting the MAX staff and its visitors. I do agree to be in attendance at the Ocala Union Station or other volunteer site during the times that I concur to serve unless there is an emergency situation or health issue. I am under no obligation to continue as a volunteer for any specified time. As a courtesy, I will give verbal or written notice when I no longer wish to continue as a MAX volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Witness \_\_\_\_\_ Date \_\_\_\_\_

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



## Potential MAX Volunteer Opportunities

### SPECIAL EVENT ASSISTANT:

**Duties:** Assist with event setup and breakdown including moving of chairs, signs, easels, or decorations. Help with food preparation and serving. Disposing trash at end of events and packing up left over food and beverages. During event, greet the public, monitor event space for safety or cleanliness issues, encourage guests to sign guest book, and provide a welcoming environment for patrons.

**Requirements:** Ability to be able to stand up for three hours with limited sitting breaks and ability to lift/carry 20 pounds. Ability to bend and/or kneel to pick up items at floor level.

### ART EXHIBIT ASSISTANT:

**Duties:** Will work with MAX team to properly present art exhibits. Assist with hanging and removal of visual art exhibits, and the sorting and display of artwork identification tags.

**Requirements:** Ability to lift/carry 25 pounds. Ability to utilize a 6' and 8' ladder. Be able to kneel and bend. Ability to be on feet for 2- or 3-hour time periods with limited breaks.

### PUBLIC RELATIONS/MARKETING ASSISTANTS:

**Duties:** Public relations and marketing assistants helps with the development and distribution of a variety of outreach materials by doing the following:

- Update media list with names, phone numbers, emails and deadlines. Notes on special sections and other requirements.
- Clip articles from Ocala Star Banner and other local publications including weeklies, magazines and online news, etc.
- Create and update donor list.
- Ability to drive and provide own transportation.
- Distribute promotional materials in public locations.

**Requirements:** Need to have a personal computer and ability to work from home. Proficient in Microsoft Excel and Word programs.

### RESEARCH, GRANTS, DEVELOPMENT AND EVALUATION:

**Duties:** Assist MAX team with the following:

- Create surveys as needed.
- Record survey responses.
- Assist with overall reporting.
- Research new programming ideas and other new ideas.
- Identify contacts for targeted speakers.
- Shop online for quotes on various items.
- Help identify and write grants.
- Develop sponsorship materials and identify potential sponsors.

**Requirements:**

- Need to have a personal computer and ability to work from home.
- Proficient in Microsoft Excel and Word programs.