

Our Mission - To inspire a creative, inclusive community through the power of arts, culture, and traditions.

Our Vision - To be the authentic, all inclusive network of arts and cultural opportunities in our region.

Purpose of the Volunteer Program

To provide a personable experience for the visitor.

To strengthen community awareness and engagement in GO ART! supported programs throughout the community.

Qualifications

Ability to perform some or all of the duties

Interest in /passion for the arts

Curiosity to learn and share knowledge in the field

Able to work independently

Enjoys interacting with others

Supervisor

Gregory Hallock, Executive Director
ghallock@goart.org, (585) 343-9313

Volunteer Coordinator

General Guide Lines

1. Staff are available to provide orientation, instruction and program support.

2. Volunteer for any or all time frames that are good for you

- a. Weekly
- b. Monthly
- c. On call
- d. Number of hours per session

3. Choose what you would like to do. You can try any or all of the positions.

4. If you commit, please follow through. If you decide you

don't want to do that particular assignment again, let the Volunteer Coordinator know and try something different. Please advise if you no longer wish to continue with the program.

5. Feel free to make suggestions on how to improve your experience.

6. We want this to be enjoyable.

Volunteer Positions

I. VOLUNTEER COORDINATOR

- A. Assists staff and board members in event planning including design, décor, catering, organizing facilities
- B. Organizes volunteers, activities communicates the particulars of the activity to the volunteer
- C. Liaisons with RSVP, reports volunteer hours to RSVP
- D. Promotes volunteerism
- E. Recruits new volunteers

II. GREETER:

- A. Welcomes guests to GO ART!. Introduces them to the building layout, exhibits, and programs if first time visit. May include giving tours of the building and the exhibits
- B. Answers questions regarding the building, history, exhibits, and artists
- C. Provides program materials
- D. Offers membership pamphlet, program, event calendar, and calendar of grant sponsored activities
- E. Asks for feedback on their visit
- F. Thanks them for coming
- G. Suggest they tell their friends to come and visit
- H. Shares volunteer opportunities if they seem like good candidates

III. KITCHEN AUXILLARY

- A. Meets with staff member or coordinator in charge of reception/event to discuss menu and preparation
- B. Prepares grocery list.
- C. Buys groceries staying within budget

- D. Prepares food items, creates food displays
- E. Serves/set up menu items, busses tables
- F. Packs, stores food after event
- G. Cleans utensils and kitchen items used in preparation
- H. Leaves kitchen neat and clean after reception/event

IV. MEDIA ASSISTANT

- A. Maintains working calendar of recurring and special events, calendar of grant sponsored events
- B. Prints designed flyers
- D. Helps create list of locations for distribution of flyers
- E. Distributes flyers to predetermined list of locations in Genesee and Orleans counties
- F. If step stakes are used, place them in predetermined locations and remove them after event has occurred, and store them in designated space

V. CLERICAL ASSISTANT

- A. Answers phone, takes messages, provides information as able
- B. Uses template to complete letters, thank you notes
- C. Helps with mailings by folding letters, stuffing envelopes, addressing or applying labels and stamps
- D. Takes complete mailing to Post Office
- E. Monitors inventory of paper envelopes, labels, stamps and lets Volunteer Coordinator or Executive Director know when reorder is necessary
- F. Keeps a current list of member birthdays, sends out birthday cards in timely manner
- G. Assists with membership drive including sending emails
- H. Assists with records management including purging, shredding, digital archiving
- I. Updates exhibit information for new exhibit

VI. PORTER SERVICE

- A. Ensures bathrooms have adequate supply of paper towels, toilet paper, and hand soap prior to events, receptions and when the building is open to the public

(Continue on back)

(Cont'd)

- B. Empty receptacles after receptions, events, and on weekly basis prior to trash day
- C. Maintains neatness, cleanliness of public rooms on weekly basis and after receptions or events
- D. If desired, vacuum, sweep dust

VI. HANDY MAN SERVICE

- A. Maintains, repairs small projects within their scope of knowledge. Enjoys doing house hold repairs and /or maintenance
- B. Initiates, completes large projects within their scope of knowledge
- C. Uses power tools safely
- D. Expresses desire and expertise in painting

VIII. GARDENER

- A. Completes garden clean up in the Spring
- B. Maintains garden in the summer with periodic clean up and watering
- C. Completes garden clean up in the Fall
- D. Supervises Day of Caring crew with assigned outdoor tasks
- E. Waters indoor plants. Maintains their appearance

IX. DECORATOR

- A. Takes hands on approach to decorate the building and grounds for the Holidays, special events
- B. Creates themed decorations
- C. Completes the take down of decorations at completion of holiday or event

X. EVENT PARTICIPANT

- A. Reviews calendar of events that are provided by re-grantor recipients in Genesee and Orleans counties
- B. Sign up for events that will be attended
- C. Receive complimentary tickets
- D. Complete the review questionnaire and returns to GO ART!

XI. LIBRARIAN-BOOKS, MEDIA

- A. Reviews inventory for subject matter. Lists and searches for books that might add to collection
- B. Maintains neatness, restacks books that have been taken done
- C. Reviews donations for those that are appropriate to library subject matter, that are appropriate for gift baskets, appropriate for public library, or recycle bin

XII. LIBRARIAN-ELECTRONIC DEVICES

- A. Creates and maintains inventory of electronic devices.
- B. Ensures return of electronic devices to appropriate storage area

XIII. LIBRARIAN-ART SUPPLIES

- A. Maintains inventory of art supplies
- B. Organizes and maintains organization of art supplies
- C. Ensures return of art supplies to appropriate storage area

IV. ARTISAN/GIFT SHOP

- A. Select and manage a diverse range of artisanal products from local artists and craftspeople to sell in the shop
- B. Work with marketing staff to promote shop
- C. Design and maintain attractive product displays to enhance the shop's aesthetic appeal and drive sales
- D. Track inventory levels, reorder stock as necessary, enter items into the database, and manage vendor relationships
- E. Plan and execute special promotions to increase foot traffic and sales
- F. Prepare regular reports on sales performance, inventory status, and volunteer activities for the GO ART! management team

THANK YOU!



Visit goart.org/Volunteer

VOLUNTEER PROGRAM

