



# HOW IT WORKS!

## PROGRAM PARTICIPATION GUIDE



### CONNECTING WITH CULTURAL HERITAGE VOLUNTEER PROGRAM



#### REGISTER TO PARTICIPATE!

Complete the *Expression of Interest and Declaration Forms*.

Tell us your contact information, why you want to volunteer, volunteering and activity interests, your skills and experiences, your availability, references, and of course where you would like to volunteer!

With this information we will create your Volunteer Profile.



#### COMPLETE SOME TRAINING!

As part of the *Connecting with Cultural Heritage* program, you will complete a basic volunteer development and training program which will help prepare you for your volunteer responsibilities.

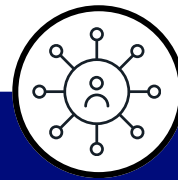
All participants will arrive at their host site knowledgeable of key concepts and skills, and this will serve as a basis for any additional site training.



#### CONNECT WITH A HOST SITE

KAM will transfer your *Volunteer Profile* and *Record of Training* to your selected host sites for review and consideration.

The host site will contact you about their volunteer opportunities, usually within 2-weeks.



#### ACCEPTING A VOLUNTEER POSITION

Once a site has offered you a volunteer role and you have accepted, the site will be responsible for your scheduling and task assignment, additional site training, and supervision, and you will be discharged from the *Connecting with Cultural Heritage* Volunteer Program.



#### STILL LOOKING?

If a host site is unable to offer you a volunteer opportunity or an opportunity isn't right for you, you'll remain with the *Connecting with Cultural Heritage* program, and KAM will assist you to find a suitable volunteer opportunity.



# VOLUNTEER DEVELOPMENT & TRAINING PROGRAM

CONNECTING WITH CULTURAL HERITAGE  
VOLUNTEER PROGRAM



kingston  
and area  
association  
of museums  
art galleries +  
historic sites



## BASIC TRAINING

As a volunteer at one of these sites, you will have the opportunity to assist in a variety of roles and activities.

This basic training will help prepare you for your volunteer responsibilities.

It takes approximately 7 hours to complete, and is divided across two parts:



## PART 1: GROUP LEARNING

You'll participate in a facilitator-led group learning - either an in-person seminar or online webinar.

This session will take approximately 3 hours to complete.

Training sessions take place in October, January, or April (depending on when you join the program)

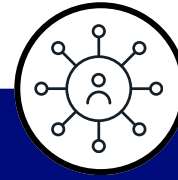


## PART 2: INDEPENDENT LEARNING

You'll be responsible for completing several independent E-Modules (online learning).

These will take approximately 4 hours to complete.

When you have completed an e-module, submit your certificate of completion to program staff.



## VOLUNTEER TRAINING RECORD

Once you've completed the training program, your Record of Training will be added to your Volunteer Profile.

All program participants will arrive at their host site knowledgeable of key concepts and skills important for cultural heritage sites.




## LEARNING TOPICS

- Customer Service
- Leading Visitors
- Health & Safety
- Collections Awareness
- Human Rights
- Accessibility
- and more!

# Contact Us!

## **Kingston & Area Association of Museums, Art Galleries + Historic Sites (KAM)**

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 *Learn More*  
**About KAM**



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