



Volunteer Program—Terms & Conditions

Please read the following prior to submitting a Volunteer Application Form. Note that you will need to indicate on the form that you have read and agree to the following:

- Although there are always staff present, our volunteers are trained to do their tasks in an independent manner. Our staff are unable to provide constant supervision. You are expected to be able to work independently, after your training period, and fulfill your tasks in a thorough, timely manner.
- Volunteers often work in a warm and humid environment with potential allergens and common tasks that involve moderate physical labour. Please advise us of any special needs, allergies, medical concerns or conditions. This will help us determine which tasks are best suited for you.
- Please note that, while you may indicate on the Application Form which tasks you are interested in, you may or may not be given these tasks if you are chosen to volunteer. Depending on ability & experience, your tasks may change over time.
- Volunteers will work two trial shifts before it will be decided if you will continue volunteering. This decision will be made by the end of your second trial shift.
- To help our volunteers get the most of their experience, and to ensure that performance is adequate to complete the tasks, our volunteers undergo an evaluation process. The Volunteer Coordinator will have an evaluation meeting with you one month after you officially begin volunteering, and then every three months after that.
- Our volunteers are required to commit to at least one hour every week for a minimum of six months. We depend on the regular attendance of our volunteers to fulfill the weekly tasks assigned to them.
- Volunteers **MUST** be 14 years of age to apply—we regret that no exceptions can be made. Volunteers over 18 years of age are required to produce a police record check by their second trial volunteer shift.
- Illnesses, special events and extenuating circumstances are anticipated to sometimes prevent our volunteers from attending their regular shifts. However, if you miss more than 4 regular shifts within a six-month period, you may be asked to discontinue volunteering.
- Our volunteers, like our staff, are working in view of the public eye, and while you are performing your tasks, you represent the Cambridge Butterfly Conservatory. You are expected to conduct yourself in a professional, courteous manner being mindful of how you are perceived by our visitors. No rude or inappropriate behaviour will be tolerated.

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A note to parents: if you are responsible for transportation to and from the conservatory, it is expected that you will be able to pick up your son/daughter at the end of their scheduled shift and no later.

- If we currently are not in need of volunteers, you will be notified in response to your application form. It is your decision if you would like the Volunteer Coordinator to keep your application on record for future use.
- Please allow 2 weeks after you submit your Application Form to receive a response from the Volunteer Coordinator.