

Louisville Historical Museum Volunteer Policy

Adopted by the Historical Museum Advisory Board, November 15, 2023

The Louisville Historical Museum strives to engage the community, collect, preserve and share the history of Louisville, and refine and promote the vision for the future of the Museum campus. Volunteers are integral to the success of the Museum in meeting these goals.

Applicants:

- A volunteer is an individual, 13 years or older, who assists with work done for the Louisville Historical Museum without compensation from the Museum or the City of Louisville.
- Volunteers under 18 years of age must have the consent of their parent or legal guardian.
- Volunteer applicants under the age of 18 will provide two adult, non-relative references.
- The City will conduct criminal background investigations on all Museum volunteers 18 years and older.
- A City volunteer application, references and background investigation will be cleared by Human Resources before a volunteer can begin work at the Museum.

Additional Information:

- The services of volunteers are intended to supplement and support, not replace, the work done by the Museum staff. No volunteer shall perform all of the tasks required of a paid staff position.
- Volunteers will work directly with staff members to receive training. Volunteers will be assigned a primary staff member for training, but any staff member may provide guidance to any volunteer.
- Volunteers may be asked to work on projects that support staff efforts. Examples include being a tour guide and talking with visitors, assisting with the Museum's Oral History Program, or clerical tasks to support daily operations or special projects. Museum staff work with volunteers to find appropriate projects and duties for volunteers' interests.
- There will be no formal evaluation process for volunteers.
- Anything created while performing your duties as a volunteer and under the direction of the Museum staff is owned by the City of Louisville.
- Volunteers consent to the City's use of photos taken of them while at the Museum.
- Neither the City of Louisville nor the Louisville Historical Museum will provide medical, health, accident, or any other type of insurance coverage for volunteers. Volunteers will not be eligible to receive workers compensation benefits for any injuries sustained while volunteering.
- Nothing in this policy shall be deemed to create a contract between the volunteer and the Louisville Historical Museum or the City of Louisville.
- Both the volunteer and the Museum staff have the right to terminate the position at any time, for any reason, with or without cause.
- Volunteers receive complimentary annual membership to the Louisville Historical Museum which includes the quarterly *Louisville Historian* in the mail.