

Volunteer Form (2 pages) & Position Descriptions

- **Gallery Attendant:** Volunteers who enjoy interacting with the public and like to spend time amongst the exhibits are great for this position. It involves keeping a watchful eye to ensure that guests do not touch the artwork and that visitors don't wander upstairs. Light sweeping of the gallery is appreciated. In between greeting patrons and answering questions about the exhibits and the center, volunteers are welcome to bring a book or their laptop etc. The Gallery closes for about a week in between exhibitions. Schedule is generally in 3 hour increments i.e. 10am-1pm & 1pm-4pm.
- **Special Events:** Volunteers who work special events and exhibition openings assist with set up and take down, act as crowd liaisons, provide information about exhibitions to the public, and have a great time working with the staff to make our events successful. Special events include: exhibition openings & First Fridays, performances usually held in the 2nd Fl. Theater, Artist Talks & lectures, Film Screenings, etc... These positions have flexible dates and hours.

Volunteers who like more physical work will enjoy it when we change-over an exhibition as well as assisting with other preparatory duties. These positions are available in between exhibitions which may require lifting, mounting, painting, etc. We also need help in this area for possible set-design in the Theater. We can also use help with facility cleaning, upkeep and with property maintenance.

- **Educational Programming:** Volunteers with an enthusiasm for learning and teaching will have the opportunity to assist in upcoming projects such as lectures and artist talks and workshop assistants.
- **Other Areas of Assistance:** Volunteers who have skills in operations, communications (especially social media), events management, volunteer coordination, monitoring & evaluation, grant writing, financial planning and more...

Most volunteer positions occur on EHCC property but we do have some off-site community events that we attend on occasion, and work that can be done from home.

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:
EMERGENCY CONTACT (NAME/PHONE/RELATION):
EHCC is committed to maintaining a safe environment for adults and children on our premises. Thus, we routinely screen all team members, partners and volunteers by conducting criminal background and National Sex Offender Registry checks. The following information is required to do so.
DATE OF BIRTH (dd/mm/yyyy):
CURRENT PHYSICAL ADDRESS:
SSN (OPTIONAL):

PLEASE INDICATE ALL AREAS OF INTERESTS

<input type="radio"/> Gallery Attendant	<input type="radio"/> Grant Writing	<input type="radio"/> Membership	<input type="radio"/> Security	<input type="radio"/> Operations
<input type="radio"/> Communications	<input type="radio"/> Events	<input type="radio"/> General Cleaning	<input type="radio"/> Workshops	<input type="radio"/> Groundskeeping
<input type="radio"/> Building Maintenance	<input type="radio"/> Monitoring & Evaluation	<input type="radio"/> Fundraising	<input type="radio"/> Education	<input type="radio"/> Other
<input type="radio"/> Performance Space (please list specific abilities)				

DAYS AND TIMES AVAILABLE (AM-PM)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

LIST ANY PREVIOUS OR CURRENT VOLUNTEER EXPERIENCE, WORK POSITIONS, SKILLS, TRAINING & SPECIALTIES:

ARE YOU VOLUNTEERING TO FILL AN HOUR REQUIREMENT? (Y/N) IF SO, HOW MANY HOURS AND FOR WHAT AGENCY/PROGRAM?

LIST REFERENCES AND APPLICABLE CONTACTS:

2021 COVID-19 Policy: All volunteers and EHCC team members are required to follow County and State of Hawai'i regulations and we request that all vaccinations are up-to-date. By signing you acknowledge that you have received the COVID-19 vaccination and may be asked to present your vaccination card.

PRINT & SIGNATURE:

DATE:

PRINT & SIGNATURE OF PARENT/GUARDIAN (If under 18 years of age):

DATE:
