



## Volunteer Handbook

## Welcome!

The Volcano Art Center staff and board work toward the goals of bringing art, art education, and culture to our greater community. We need many hands to reach those goals. You, as a volunteer in the area(s) of your interest, will become a valuable member of our team. If you are only available for a short time or are in contact remotely, we welcome you for micro volunteering. Please look over the variety of volunteer job descriptions in this handbook. We look forward to your application.

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# Volcano Arts Center Organization

## Background

Volcano Art Center Gallery is in the 1877 Volcano House Hotel under a cooperative agreement with the National Park Service. Centered at Kilauea, home to Pele, the Hawaiian goddess of the volcano, of creativity, of Fire, Volcano Art Center Gallery has been a mecca for visual artists since 1974. This dynamic and powerful environment has inspired the Hawaiian people and their crafts, songs, dances, and legends for centuries. Today, the Kilauea region continues to draw artists, performers, writers, scientists, and educators from around the world to create, reflect, learn, and embrace the beauty and power of the natural world.

## Mission

To promote, develop, and perpetuate the artistic and cultural heritage of Hawaii’s people and environment through activities in the visual, literary, and performing arts.

Volcano Art Center Organization by Functional Areas



## Policies

The following policies are intended to inform volunteers of their participation in the context of the organizational operations and activities. The policies that follow are designed to promote fair and uniform treatment for all volunteers.

### **Administration and Responsibilities**

Board of Directors. The Board of Directors establishes the policies under which the Center is operated. It has the responsibility for appointing, reviewing the work, and releasing, if necessary, the Executive Director.

Executive Committee. The Executive Committee is responsible for reviewing all policy matters under its authority and recommends changes for the Board's consideration. This does not preclude the Board from initiating changes on its own.

Executive Director. The Executive Director administers and implements daily operations, including the supervision and management of VAC employees.

### **Standards of Conduct**

Non-discrimination/Harassment/Sexual Harassment. VAC prohibits discrimination and/or preferential treatment based on race, color, gender, age, religion, national ancestry, disability, handicap unrelated to job ability, sexual orientation, marital status, parental status, source of income, military discharge status or any other discriminatory practice prohibited by law. Strong disciplinary steps up to and including discharge will be taken against any person who engages in conduct that violates this policy. Harassment consists of unwelcome statements or actions based on sex, race, age, religion, handicap, sexual orientation, or other protected groups status that are sufficiently severe or pervasive to unreasonably interfere with an individual's work performance or create an intimidating, hostile or offensive working environment.

Conflict of Interest. "Conflict of Interest" shall mean situations where an individual's judgment or loyalty is or may be affected by his/her own financial, business, property, or personal interest. Volunteers shall not receive remuneration for performing services. "Individual" in this policy, a person with a conflict of interest is referred to as an "interested person." An "Interested Person" is any person serving as an officer, employee, or member of the Board of Directors of VAC or a major donor to VAC or anyone else who is in a position of control over VAC who has a personal interest that conflicts with the interests of VAC. Such situations should be disclosed to mitigate further conflicts of interest and permit the organization to take further action.

For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

a. A director, officer, employee, or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with VAC for goods or services. A “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to VAC is not a Contract or Transaction.

b. A director, officer, employee, or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between VAC and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative. A “Material Financial Interest” in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s or Family Member’s judgment with respect to transactions to which the entity is a party.

c. A director, officer, employee, or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with VAC. A “Family Member” is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of VAC.

Reporting Conflicts/Potential Conflicts of Interest. Interested Persons who are not members of the Board of Directors of VAC, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair or the Chair’s designee any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect VAC’s participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair’s designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

## **Limitation of Liability of Volunteers**

The term “volunteer” means an individual performing services for a nonprofit organization who does not receive—compensation (other than reasonable reimbursement or allowance for expenses actually incurred); or any other thing of value in lieu of compensation, more than \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

Extent of Liability. In accordance with Federal and State laws, no volunteer shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization if

- a. The volunteer was acting within the scope of the volunteer’s responsibilities at the time of the act or omission;
- b. If appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer’s responsibilities in VAC;
- c. The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
- d. The harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to—possess an operator’s license; or maintain insurance.

## **Background Investigations for Certain Activities**

VAC reserves the right to conduct background checks for any prospective volunteers as a condition of participation in any VAC activities and events. Such verification could include criminal, education, or employment background investigation, depending upon the type of service to be provided by the volunteer. Such verifications shall be in accordance with Federal and State laws.

## **Smoke-Free and Drug-Free Environment**

**Smoking.** Smoking is not permitted at any time in any interior space controlled by VAC. This policy also applies to electronic cigarettes.

**Illegal drugs.** It is unlawful to manufacture, distribute, dispense, possess, or use any illegal controlled substance in spaces owned and/or controlled by VAC.

## Program Descriptions

### Gallery

The VAC galleries are key to promoting the artistic and cultural heritage as described in our mission statement. Two gallery locations, one in Hawaii Volcanoes National Park and the other at the VAC Niaulani Campus showcase traditional and contemporary works in glass, native wood furniture, jewelry, paint photography, fiber, mixed media.

### Forest and Sculpture Garden

In our mission to connect art, culture, and the environment, we are stewards for the Niaulani old-growth forest and the adjacent sculpture garden.

### Forest

VAC inherited Niaulani upon securing a 65-year lease from the State of Hawaii in 1996. It had been designated a Forest Reserve beginning in the 1920's due to its old growth koa and ohia canopy, and part of the contractual agreement was for our organization to continue the generational legacy of stewardship set forth by state foresters. While Niaulani supported old-growth trees that had been historically harvested for various purposes elsewhere in the Kilauea Summit region, much work had to be done eliminating invasive plant and animal species on the forest floor to bolster its overall biodiversity. VAC constituents, comprised of local artisans and naturalists, began tending to the land years before educational facilities were built on the periphery of the five-acre forest. As the years progressed, several educational and community groups became involved with helping restore Niaulani to its pre-invasive species-ravaged state.

### Sculpture Garden

The garden, located at Volcano Art Center's Niaulani Campus in Volcano Village, provides a space for Hawai'i's talented sculptors to share their works. The dynamic interplay of sunlight, mist, and rain that is Volcano's variable weather, against a backdrop of old-growth 'ohi'a – koa rainforest, provides the ideal setting for outdoor sculpture. Inspired by the unique nature of Kilauea, artists' creations are enhanced with a sense of place. A performance deck is included in the garden offering a space for daytime concerts and lectures. Visitors are also welcome to enjoy self-guided tours daily between the hours of 9 am and 5 pm.

## Education

To promote, develop and perpetuate the arts and culture, we provide educational opportunities to the community. Programs have grown since VAC's inception. Volcano Art Center has fostered visual and performing arts, some which have flourished (such as 2-D and 3-D artworks, music performances, ceramics, drawing, painting, and other classes). Even though some programs have been on hiatus – such as intergenerational programs, kupuna programs, keiki art programs, ukulele, and dance – interest and our ability to provide these programs is returning.

We will expand our existing programs and offer new ones. At the same time, we will bring back vital past programs, especially those that celebrate Hawaiian culture, for a new generation of youth. In 2021, we started the Liko A'e Program for children, including after-school art classes. In 2022, we added the Liko A'e Summer Program, a summer youth arts camp. The positive response from the students, parents, and teachers was overwhelming.

With pandemic restrictions lifted, we are bringing back music performances and “talk story” evenings that are key in perpetuating the culture and exposing our broader community – to styles and ideas, old and new.

## Fundraising

Fundraising is the lifeblood of all nonprofit organizations. It allows us to provide funding for our events and activities in support of our mission. Also, it promotes awareness of our organization. Examples of our fundraising events include LTA, Yart Sale, and the Forest Fair.

## Volunteer Job Descriptions

### Archival Volunteer Job Description

Purpose: To assist in the development of an institutional archive for VAC.

Location: Niaulani Campus, Volcano Art Center

#### Key Responsibilities:

- Identify and arrange records related to VAC history to be housed in a safe, dry environment at VAC;
- Provide a finding aid for the records;
- Provide information;
- Record information about records identified; and
- Maintain safekeeping of records.

Reports to: Chairperson, Archival/History (HAP) Committee

Length of appointment: Volunteers can commit to an individual event or specific topic; however, an individual would generally commit to a longer period (for example, a 3-month period or 1 year)

Time Commitment: Committee meets twice each month to accomplish its responsibilities. Each meeting is several hours in duration resulting in a time commitment from 2 to 6 hours each month.

#### Qualifications:

- a VAC member;
- Institutional knowledge of VAC since its inception;
- Knowledge of Volcano community;
- Attention to detail;
- Dependable and punctual;
- Ability to work independently and in a team setting;

Support Provided: We provide volunteer orientation training as well as any training needed to carry out specific responsibilities.

Other information (if applicable):

**Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to work.

## Art Exhibit Sitting Volunteer Job Description

**Purpose:** To greet visitors and facilitate activities during monthly art installation events

**Location:** Niaulani Campus, Volcano Art Center

**Key Responsibilities:**

- Monitor art installation events;
- Monitor event activities;
- Track and record visitor attendance.

**Reports to:** Director, Development and Galleries

**Length of appointment:** Volunteers typically commit to an individual event; however, an individual may commit to a longer period (for example, a 3-month period or 1 year)

**Time Commitment:** 3 to 10 hours depending on the event and the number of volunteers working the event.

- Each sitting is a minimum 3 hour commitment
- Choice of times/sessions is generally 10:00 a.m. to 1 p.m. or 1:00 p.m. to 4 p.m.
- Sessions may be scheduled for up to 7 days per week

**Qualifications:**

- A VAC member;
- A desire to support the arts;
- Ability to work independently and in a team setting;
- Dependable and punctual; and
- Courteous and personable in dealing with the public.

**Support Provided:** We provide volunteer orientation training as well as any training needed to carry out specific responsibilities, such as mini activities during an exhibit sitting.

**Other information (if applicable):**

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to working.

## Artist-Teacher Assistant Volunteer (Keiki Classes)

**Purpose:** To help our artist-teachers as they teach children's classes at VAC. This support allows the teacher the opportunity to work more effectively with each child and focus on the overall presentation of the course.

**Location:** Niaulani Campus, Volcano Art Center

### Key Responsibilities:

- Greet children upon arrival
- Handle class sign-in and ensure parents complete Youth Release Form
- Monitor children in classroom and break/lunchtime to ensure safety
- Assist students as determined by teacher

**Reports to:** Keiki Art Program Coordinator

**Length of appointment:** For one-time and re-occurring programs throughout the year. For Liko A'e Art Camp during summer break as well as art camps during fall and spring breaks, including other Liko A'e workshops.

**Time Commitment:** From 2 to 6 hours for a day program. Time commitment varies according to each volunteer's availability.

### Qualifications:

- A VAC member
- Enjoy working with children
- Dependable and punctual
- Experience in the topic helpful but not required

**Support Provided:** We provide volunteer orientation training as well as any training needed to carry out specific responsibilities.

### Other information (if applicable):

- Must complete a background investigation prior to starting work
- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to event

## Artist-Teacher Assistant Volunteer (Adult Classes)

**Purpose:** To help our artist-teachers as they teach adult classes at VAC. This support allows the teacher the opportunity to work more effectively with each student and focus on the overall presentation of the course.

**Location:** Niaulani Campus, Volcano Art Center

**Key Responsibilities:**

- Assist in classroom and materials preparation
- Handle class sign-in
- Assist students as determined by teacher

**Reports to:** Workshop teacher

**Length of appointment:** For one-time and re-occurring programs throughout the year.

**Time Commitment:** Time commitment varies according to each volunteer's availability. Classes range from 2 hours in duration or may occur over several days (for example, a weekend or 4 consecutive Saturdays)

**Qualifications:**

- a VAC member.
- Enjoy interacting with adult learners
- Dependable and punctual
- Interest in the course topic
- Experience in the topic helpful but not required

**Support Provided:** We provide volunteer orientation training as well as any training needed to carry out specific responsibilities

**Other information (if applicable):**

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to event.

## Board of Directors – Member Volunteer

**Purpose:** The VAC Board of Directors provides expertise as a fiduciary for the good of VAC, working to support and grow the organization according to the mission.

**Location:** Volcano Art Center

### Key Responsibilities:

- Regularly attend monthly board meetings
- Chair and/or serve on a committee(s)
- Review VAC's operating and capital budgets, monitor monthly financials and review annual audit
- Participate in strategic planning to meet organizational goals
- Contact donors for fundraising campaigns
- Contribute a yearly cash donation based on personal means
- Attend board retreats
- Participate, observe, and provide feedback on two or more activities per year
- Provide resources and support to Chief Operating Officer to carry out daily operations
- Complete annual self-assessment.

**Reports to:** All members of the board report to the Board President.

**Length of appointment:** Members are elected at the annual VAC meeting for 2-year terms. There are no limits to the number of terms.

**Time Commitment:** 2 to 5 hours a week depending on projects assigned

### Qualifications:

- a VAC member
- Seeking individuals who possess skills and experience in any of the following categories
  - Business skills: Finance, budget, organizational management, human resources, grant writing, nonprofit management, project management, governance, strategic planning
  - Communication skills: Marketing, public relations, writing, editing
  - Other skills: Art, Native Hawaiian cultural knowledge, fundraising, education, art education, information technology, security, facilities management

**Support Provided:** VAC carries Directors & Officers insurance for elected and appointed board members while working on behalf of the organization.

### Other information (if applicable):

- Interested individuals must complete and submit a Board of Directors Application Form to be considered. Applications are vetted by Board and selected by voting at Annual Meeting.

## Carpentry Volunteer Job Description

Purpose: To assist in the repair and installation of carpentry projects; minor handyman tasks

Location: Niaulani Campus, Volcano Art Center

### Key Responsibilities:

- Minor repair jobs
- Small carpentry projects (i.e., construction of shelving, panels, tables, temporary exhibit structures, repair of decking and steps)

Reports to: Chief Executive Officer or designee

Length of appointment: Volunteers can commit to an individual project; however, an individual would generally commit to a longer period (for example, a 3-month period or 1 year)

Time Commitment: 3 to 10 hours depending on the project and the number of volunteers working on the project

### Qualifications:

- A VAC member;
- Knowledge of specific maintenance project or task;
- Ability to work independently and in a team setting;
- Ability to work on a ladder under 6 feet in height;
- Ability to do occasional light lifting;
- Ability to work with hand and power tools;
- Dependable and punctual.

Support Provided: We provide volunteer orientation training as well as any training needed to carry out specific responsibilities.

### Other information (if applicable):

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to work.

## Communications Volunteer Job Description

Purpose: Review and copyedit content (blog posts, newsletter, and email campaign content, copy for marketing materials, presentations, reports, and other documents) produced by VAC to ensure flow, clarity, and quality of VAC's content.

Location: Niaulani Campus, Volcano Art Center (and remote)

### Key Responsibilities:

- Review content to ensure that text is concise, consistent and both grammatically and factually correct;
- Ensure sentences are easy to read and the concepts expressed are in a logical, sequential manner;
- Ensure content adheres to VAC's style and messaging guidelines;
- Offers suggestions to improve quality and readability of content.

Reports to: VAC leadership

Length of appointment: Volunteers can commit to an individual project; however, an individual would generally commit to a longer period (for example, a 3-month period or 1 year)

Time Commitment: 1 to 10 hours depending on the project size and complexity

### Qualifications:

- a VAC member;
- Knowledge of VAC organization;
- Ability to work independently;
- Dependable and punctual with attention to detail;
- Ability to meet tight deadlines;
- Excellent writing skills including editing and proofreading;
- Familiarity with common language style and citation guides;
- Possess skills needed to conduct Internet research and fact-checking;
- Proficiency in MS Word, Excel, Adobe.

Support Provided: We provide volunteer orientation training as well as any training needed to carry out specific responsibilities. May provide access to computer hardware or software if required.

### Other information (if applicable):

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to working.

## Entertainment and Music Events Volunteer

Purpose: To assist prior, during or after monthly music and entertainment events.

Location: Niaulani Campus, Volcano Art Center

Key Responsibilities (any of the following):

- Preparation of venue
- Ticket sales
- Event check-in
- Event monitors, runners, and floaters
- Event ushers
- Photographers
- Serve food or bar tending
- Post-Event cleanup
- Hosting

Reports to: Entertainment and music event chairperson

Length of appointment: Volunteers typically commit to an individual event; however, an individual may commit to a longer period (for example, a 3-month period or 1 year)

Time Commitment: 3 to 10 hours depending on the event and the number of volunteers working the event

Qualifications:

- a VAC member
- The desire to support the performing arts
- Ability to work independently and in a team setting
- Dependable and punctual
- Courteous and personable with dealing with the public

Support Provided: We provide volunteer orientation training as well as any training needed to carry out specific responsibilities, such as preparation or hosting.

Other information (if applicable):

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to working.

## Family Events Volunteer

Purpose: To assist prior, during or after the events that are multi-generational. Included is the Halloween Spooky Trail and intergenerational art camps.

Location: Niaulani Campus, Volcano Art Center

Key Responsibilities (any of the following):

- Assist in event planning
- Recruit volunteers or camp helpers for event as needed
- Setup and decoration for the Spooky Trail
- Participate as Spooky Trail creatures, guides, registrars, or support
- Donate refreshments
- Breakdown event decorations

Reports to: Event Committee Chair

Length of appointment: Volunteers typically commit to an individual event

Time Commitment: 2 to 10 hours depending on the event and the number of volunteers working the event.

Qualifications:

- A VAC member
- The desire to support the arts and community
- Ability to work independently and in a team setting
- Dependable and punctual
- Courteous and personable when dealing with the attendees

Support Provided: We provide volunteer orientation training as well as any training needed to carry out specific responsibilities, such as Spooky Trail Guide or camp helper.

Other information (if applicable):

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to working.
- If working with children, may require completion of a background investigation.

## Forest Trail Guide Job Description

**Purpose:** To provide in-depth tours of the Niaulani Forest Trail, explaining its significance, vegetation, and birds.

**Location:** Nialani Campus, Volcano Art Center

### Key Responsibilities:

- Greet guests
- Provide accurate information about Volcano Art Center, the Forest Trail's vegetation and birds as well as a geology
- Be available for monthly guided tours

**Reports to:** Forest Tour Coordinator

**Length of appointment:** Volunteers are requested to commit to a 3-month period up to 1 year

**Time Commitment:** 1.5 hours/ month

### Qualifications:

- a VAC member
- Comfortable with outdoor public speaking
- Comfortable working outdoors in the rain
- Dependable and punctual
- Ability to work independently
- Knowledge of Hawaiian plants and birds

**Support Provided:** We provide volunteer orientation training as well as any materials needed to carry out specific responsibilities, such as an informational packet on the trail plants and the history of VAC.

## Forest Trail and Sculpture Garden Maintenance Job Description

**Purpose:** To work in a small group maintaining the Niaulani Forest Trail and Sculpture Garden, including invasive plant control, fence line monitoring, trail clearance of vegetation, chipping, vegetation trimming, trail material replacement.

**Location:** Niaulani Campus, Volcano Art Center

**Key Responsibilities:**

- Help maintain the Forest Trail and Sculpture Garden, ensuring safe passage for guests on the trails and control of invasive plant species
- Be available for bimonthly maintenance sessions

**Reports to:** Forest Maintenance Coordinator

**Length of appointment:** Volunteers are requested to commit to a 3-month period up to 1 year

**Time Commitment:** 2 hours every other month

**Qualifications:**

- a VAC member
- Comfortable with garden maintenance tools
- Ability to lift up to 20 pounds
- Comfortable working outdoors in the rain
- Dependable and punctual
- Ability to work in a group
- Knowledge of Hawaiian plants

**Support Provided:** We provide volunteer orientation training including recognition of the native and invasive trail plants and the history of the forest trail. Tools needed to carry out specific responsibilities are also provided.

## Fundraising Event Volunteer

**Purpose:** To assist prior, during, or after the day of the event. This includes assisting in the planning as well as participation in the event day. There are a wide variety of tasks. Although many of the tasks identified pertain to the annual Love the Arts Campaign, other fundraising events may occur throughout the year.

**Location:** Niaulani Campus, Volcano Art Center

**Key Responsibilities (any of the of the following):**

- Solicit donations for auction
- Auction bid sheet entry and data entry
- Set up tables, tents or decorations
- Greet attendees and answer questions
- Auction monitoring and item running
- Bartending
- Manage the flow of the crowd and parking
- Volunteer recruitment
- Tear down tables, decorations, etc.
- Follow-up correspondence to thank donors

**Reports to:** Fundraising Event Committee Chair

**Length of appointment:** Fundraising event volunteers typically commit to an individual event.

**Time Commitment:** 2 to 20 hours depending on the event and the number of volunteers working the event.

**Qualifications:**

- A VAC member
- The desire to support the arts
- Ability to work independently and in a team setting
- Dependable and punctual
- Courteous and personable when dealing with attendees

**Support Provided:** We provide volunteer orientation training as well as any training needed to carry out specific responsibilities, such as soliciting auction donations.

**Other information (if applicable):**

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to working.

## Gallery Greeter Volunteer

Purpose: To welcome visitors to the gallery and provide information; also relieve staff during their lunch breaks

Location: The Gallery located at Volcanoes National Park, adjacent to the Visitor's Center and the Gallery at Niaulani Campus

### Key Responsibilities:

- briefly explain the history of the galleries;
- Maintenance of photo and print bins; and
- answer general questions.

Reports to: Gallery Manager or Sales Staff

Length of appointment: Volunteer may work for any length of time interested but requested to commit to a schedule of approximately 1 month in advance.

Time Commitment: Greeters are needed 12 noon – 2:00 p.m. daily. Volunteers may select day(s) when available and willing to work.

### Qualifications:

- willingness to work with the public;
- interested in art;
- completed 1 hour orientation training; and
- a VAC member.

Support Provided: We provide 1 hour of training so volunteers may become familiar with Gallery greeter duties.

### Other information (if applicable):

- Volunteers do not engage in sales or payments.
- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to working in the gallery.

## Maintenance Volunteer Job Description

**Purpose:** To assist the on-site caretaker with routine grounds and building upkeep tasks. Such tasks may include sculpture garden landscape maintenance and light facility maintenance.

**Location:** Niaulani Campus, Volcano Art Center

### Key Responsibilities:

- Insect control
- Light bulb replacement
- Gutter cleaning
- Building paint repair
- Minor facilities repair

**Reports to:** Chief Executive Officer or designee

**Length of appointment:** Volunteers can commit to an individual project; however, an individual would generally commit to a longer period (for example, a 3-month period or 1 year)

**Time Commitment:** 3 to 10 hours depending on the project and the number of volunteers working on the project

### Qualifications:

- A VAC member;
- Knowledge of specific maintenance project or task;
- Ability to work independently and in a team setting;
- Ability to work on a ladder under 6 feet in height;
- Ability to do occasional light lifting under 20 pounds;
- Demonstrated ability to work with hand and power tools;
- Dependable and punctual;

**Support Provided:** We provide volunteer orientation training as well as any training needed to carry out specific responsibilities.

### Other information (if applicable):

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to work.

## Membership Recruitment Job Description

Purpose: To assist in the outreach of prospective members for VAC

Location: Niaulani Campus, Volcano Art Center as well as remote

Key Responsibilities:

- Participate in membership drives;
- Assist in the development of membership marketing plan; and
- Recruit prospective members using a wide variety of recruitment strategies.

Reports to: Chair, Membership Recruitment Committee

Length of appointment: Volunteers typically commit to an individual event; however, an individual may commit to a longer period (for example, a 3-month period or 1 year)

Time Commitment: Time commitment varies according to each volunteer's availability and the length of various membership events.

Qualifications:

- Willingness to do outreach to the public;
- Enjoy interacting with others;
- Dependable and punctual;
- Ability to work independently and in a team setting;
- Interested in promoting VAC;
- Completed 1 hour orientation training; and
- a VAC member.

Support Provided: We provide 1 hour of training so volunteers may become familiar with VAC and its mission.

Other information (if applicable):

- **Micro volunteering opportunity:** for those VAC members who live outside the Volcano Community and are interested in helping for periods less than 1 month (i.e., 1-time or 2 times, substituting, etc.). Must complete the 1-hour training orientation prior to volunteering.

## Sculpture Garden Guide Job Description

**Purpose:** To provide in-depth tours of the Niaulani Sculpture Garden, explaining its origin, design, and most importantly, the current exhibit artworks, along with brief bios on the artists.

**Location:** Nialani Campus, Volcano Art Center

### Key Responsibilities:

- Greet guests;
- Provide accurate information about Volcano Art Center, the Sculpture Garden, the present exhibit and participating artists;
- Be available for monthly guided tours.

**Reports to:** Sculpture Garden Coordinator

**Length of appointment:** Volunteers are requested to commit to a 3-month period up to 1 year

**Time Commitment:** 1.5 hours/ month

### Qualifications:

- a VAC member;
- Comfortable with outdoor public speaking;
- dependable and punctual;
- ability to work independently;
- Interest in 3-D art.

**Support Provided:** We provide volunteer orientation as well as any training needed to carry out specific responsibilities. May provide access to computer hardware or software if required.

## Waivers and Forms

This section is reserved.