



ARTS COUNCIL
for Monterey County

VOLUNTEER GUIDE

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Organization Information

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Welcome

The Arts Council for Monterey County (Arts4MC) welcomes you as a volunteer for the Arts Council and hopes your involvement with Arts4MC will be a mutually satisfying experience.

This handbook has been designed to acquaint you with the Arts4MC Office and to serve as a guide to the operation and procedures of the volunteer program.

Our Mission

The mission of the Arts Council for Monterey County (Arts4MC) is to improve the quality of life for everyone in our region through the arts.

Arts4MC is committed to enhancing the quality of life for all residents in our region through the arts. We provide a variety of ways to make art more accessible to everyone, including but not limited to providing **Arts Education** programs through schools and community organizations, offering business resources for artists and nonprofits through **BusinessWorks**, creating studio and public art spaces for local artists by **Curating Public Exhibitions** and via our **ArtWorks** locations, awarding **College Art Scholarships**, and providing **Grant Funding** to individual artists and nonprofits for community programs and events related to arts and culture. To learn more, visit arts4mc.org.

Thank you!

Arts4MC couldn't do what we do without you! As a volunteer, you are helping to spread joy and creativity throughout Monterey County.

We want to make sure that your time volunteering with us is positive. Please take the time to review this handbook today and sign the letter of understanding, which should be returned to the Volunteer Coordinator. If you have any questions or suggestions, please feel free to reach out to them at any time!





Volunteer Rights

A volunteer can expect a supervising staff member to:

1. Decide the tasks to be completed and the amount of time needed.
2. Determine the materials required and the workplace.
3. Inform the volunteer of changes that may affect his/her assignment.
4. Introduce the volunteer to the appropriate personnel and explain the volunteer's role.
5. Provide meaningful tasks.
6. Create an atmosphere in which the volunteer feels comfortable about asking questions.
7. Ensures that our work environments remain free of discrimination and harassment.
8. Address concerns and feedback promptly.
9. Immediately report accidents and injuries the volunteer sustained while working for the Arts Council.



Volunteer Responsibilities

Arts4MC asks that our volunteers:

1. Believe in the value of the job you are doing and be sincere in your service.
2. Maintain the dignity and integrity of the community service when interacting with the public.
3. Arrive on time and complete your duties promptly and reliably.
4. Notify the Volunteer Coordinator if you will be late or absent in a timely fashion.
5. Follow the guidance and decisions of the Volunteer Coordinator.
6. Be willing to learn and participate in orientation, training programs, and meetings, and to continue to learn on the job.
7. Do not consume alcoholic beverages or non-prescription drugs during your volunteer shift.
8. Some volunteers may require physical activity such as loading or carrying heavy objects. Please dress accordingly and use your best judgment when lifting and carrying items. Use carts, dollies, and elevators when available.
9. If you require any accommodations, please inform the Volunteer Coordinator at least 48 hours before the event.
10. Notify the Volunteer Coordinator immediately of any accidents or injuries that occur during your volunteer shift.
11. Give constructive feedback in a timely manner.

Volunteer Insurance Liability

Volunteers are covered by ARTS4MC's liability insurance. Please notify the Volunteer Coordinator or Director of Finance and Operations of any injury or damage to property that occurs during volunteer work.

Volunteer Standard of Appearance

ARTS4MC is a professional Art Organization supporting non-profits in our community and thus, appearance policies are important. Volunteers are required to be well groomed, dressed neatly, and in a manner consistent with the work being accomplished. If you report to your Arts4MC shift dressed inappropriately you may be asked to leave and return in appropriate attire.



Confidentiality

Your privacy and that of the organization is protected. Please be mindful of the information you share with others while carrying out your volunteering duties. Do not divulge or seek personal information from other colleagues unless it is of mutual consent and outside your volunteering environment.

Volunteer Sign In/Sign Out

Please sign in and sign out of every shift, this ensures your safety and helps us track hours. If you are reporting to an event or location, please sign in with your Shift Leader.

Parking Information

Parking at the office is available in the lot and on the street. For festivals or community events, please review the information shared on the Sign-Up Genius, or email correspondence prior to the event date.

Restrooms

The Arts4MC office has a restroom on the first floor of the main office. Restrooms at events are available.

Personal Items/Food

Volunteers are welcome to bring personal items like a purse or wallet, cell phone, and food or beverages. Please keep these items with you at all times. Set your phone to vibrate while you are volunteering. You are welcome to bring headphones to listen to music as you work, if appropriate. Food may be consumed at the workstation you are assigned to, the conference room or outside on the patio. You are responsible for your own personal items and Arts4MC is not liable for any lost or misplaced items.

The office is equipped with a small kitchenette that is available for your use while on-site. There is a water filter & heater, a Keurig coffee machine with coffee & tea supplies, a refrigerator and a microwave that you may use while volunteering. Please remember this is a shared space.

Some events will require small clear bags to gain entrance. Volunteers will be given detailed instructions before the event.

Office Supplies

Office supplies are kept in the cabinets above the open working space and the paper cabinet is in the kitchen next to the copier. Other supplies may be requested or accommodated by reaching out to the Volunteer Coordinator.

