



ARTS COUNCIL
for Monterey County

VOLUNTEER GUIDE



Version: 6.13.25

Organization Information

Address: 24600 Silver Cloud Court, Suite 202, Monterey, 93940

Website: Arts4MC.org **Email:** info@arts4mc.org

Phone: (831) 622-9060

Welcome to Arts4MC!

Thank you for joining us as a volunteer. Your time and talents play a vital role in bringing the arts to life across Monterey County. We hope your experience with us is as rewarding and inspiring as the impact you'll make in our community.

This handbook is here to familiarize you with our office, volunteer program, and procedures.

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.

About Us

At Arts4MC, we are passionate about making the arts accessible and impactful for everyone in Monterey County. Through Arts Education programs, artist and nonprofit support initiatives like BusinessWorks, and public exhibitions via ArtWorks, we empower creativity and innovation. We also provide College Art Scholarships and grant funding to artists and organizations, ensuring the arts continue to thrive and inspire across our region. By connecting people and creating opportunities, we aim to shape a vibrant and inclusive cultural future for all.

Thank you!

Arts4MC thrives because of volunteers like you. Together, we're spreading creativity, joy, and connection across our community.

Please take a moment to review this handbook and return the signed letter of understanding to the Volunteer Coordinator. If you have any questions or suggestions, don't hesitate to reach out—we're here to support you!



Volunteer Rights

A volunteer can expect a supervising staff member to:

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

Volunteer Responsibilities

Arts4MC asks that our volunteers:

- * Be sincere in the service they offer and believe in the value of the job to be done.
- * Maintain the dignity and integrity of the community service with the public.
- * Arrive punctually and carry out duties promptly and reliably.
- * Notify Volunteer Coordinator if you will be late or absent in a timely fashion.
- * Accept the guidance and decisions of the Volunteer Coordinator.
- * Be willing to learn and participate in orientation, training programs, meetings, and to continue to learn on the job.
- * No consumption of alcoholic beverages or non-prescription drugs during your volunteer shift.
- * Please recognize that some volunteer shifts are physical in nature (load in/out, art installations, etc.), please dress accordingly and use your best judgment and form when lifting & carrying heavy objects. Use carts, dollies and elevators when available.
- * Please let the Volunteer Coordinator know of any accommodations you require at least 48 hours before the event.
- * Notify Volunteer Coordinator immediately of any accidents or injuries that occur during your volunteer shift.
- * Give constructive feedback in a timely manner.



Volunteer Insurance Liability

Volunteers are covered by ARTS4MC's liability insurance. Please notify the Volunteer Coordinator or Finance and Operations Manager 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 are 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, a cellphone, 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 performing clerical work in the Arts4MC office. 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 cooler & heater, a 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.



Receipt of the ARTS4MC Volunteer Handbook

I have received a copy of the Arts4MC Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of the Arts4MC. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies at any time.

Volunteer

Name Printed: _____

Signature: _____ Date: _____

Volunteer Coordinator, or Executive Director

Name Printed: _____

Signature: _____ Date: _____

