



Information on Volunteering

July, 2019

Introduction

Thank you for your interest in joining the National Vietnam Veterans Museum Volunteer Program. Your commitment in becoming a volunteer at the Museum is highly valued. The role of volunteers is important in enhancing the museum activities and providing programs and services that would not otherwise be available without the dedication of our Volunteers.

- The Volunteer Program at the Museum is coordinated by the Volunteer Coordinator and the Business Support Officer.
- The Museum was opened on its current site at Newhaven in March 2007. This followed a decade of development arising from a towed display touring Australia under the auspices of the Vietnam Veterans Association of Australia. It is the largest and most comprehensive museum of its kind in Australia, founded and built by Vietnam veterans, family members and other volunteers. Following the recent completion of a Museum Master Plan, the Museum now has a roadmap to take its development to 2025.
- Volunteers assist the Museum to remember, interpret and relate the experience of the veterans of the Vietnam era and the enduring impact of the war on society.
- All prospective volunteers are interviewed prior to placement. The interview is a chance for us to learn about you, your interests and to discuss volunteer opportunities within the Museum. Standard recruitment reference checks may be made after the interview. All applicants will be notified of the outcome of the interview process.
- Volunteer's role and duties are outlined in the Volunteer Roles document.
- All appointed volunteers will be required to complete an induction and training program as soon as practicable.
- Hours and days vary according to the volunteer role. Some volunteers may work 3 hours a week or fortnight, whilst others may work a 7 hour day 10am to 5pm once a week. Volunteers are not normally required to work more than 16 hours per week. Generally volunteer work will be conducted during Museum opening hours.
- Our volunteers are engaged in a variety of areas and have diverse skills including collection and heritage management (historical research); coordination of galleries and exhibitions; office duties including data processing; library coordination, maintenance of buildings and displays; restoration of vehicles/aircraft and customer service etc.
- Successful volunteers will be allocated tasks in consultation with the Volunteer Coordinator and the Business Support Officer. Allocation of roles and tasks will be based on the Volunteers interests, individual knowledge, skills, experience and availability.
- All volunteers at the Museum are covered for personal accident or injury whilst they are performing their duties. This does not include travel to and from the Museum.
- All volunteers will be required to read and sign the Code of Conduct Policy as well as a Daily Attendance Register when working at the Museum.
- Volunteers will only be reimbursed for pre-approved out of pocket expenses incurred on behalf of the Museum.

- All volunteers are encouraged to attend events managed by the Museum.

Our Museum accepts Volunteer applications at any time and the more detail you can provide in your application the more it will help us to make the best use of your skills and to place you in the right area for you and the Museum.

Next Steps:

- Please complete the Application Form on-line from our web site.

For your Information:

- A **Working with Children Check (WWCC)** is a mandatory State Government and National Vietnam Veterans Museum requirement in order to undertake paid or volunteer work at the Museum.
- Application Forms for the **WWCC** can be accessed at www.workingwithchildren.vic.gov.au
- As a Volunteer there is no charge to apply for the WWCC

Mail: National Vietnam Veterans Museum
Attention: Volunteer Coordinator
P O Box 318
SAN REMO. VIC. 3925

Email: office@vietnamvetsmuseum.org

- The Volunteer Coordinator or Business Support Officer or Department Head will contact you as soon as possible after the receipt of your application. You will be asked to attend the next Volunteer Information Session and/or an Interview with the Volunteer Coordinator to assess your interests and suitability for a role within the Museum.
- The Volunteer Coordinator will discuss your application with Management and Team Coordinators to determine where vacancies may occur, and then contact you with a possible start date.
- If you require any further information, please call the Volunteer Coordinator or Liz Fincher(Business Support Officer) on (03) 5956 6400.