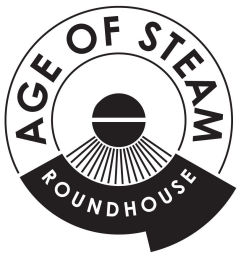


Age of Steam Roundhouse

Volunteer Rights

- The right to be assigned to jobs that are worthwhile and challenging
- The right to be kept informed of the overall operation
- The right to receive training, orientation, and supervision
- The right to receive the correct equipment required to do a given job safely
- The right to receive a uniform appropriate for the assignment
- The right to receive the same personnel practices as paid staff
- The right to have time used effectively
- The right to receive clear and non-conflicting guidance and direction
- The right to not undertake assignments they do not wish to do
- The right to provide input into the volunteer program
- The right to be recognized for work and contributions
- The right to be assigned a direct supervisor



Age of Steam Roundhouse

Volunteer Responsibilities

- The responsibility to represent the Age of Steam Roundhouse in a professional and courteous manner.
- The responsibility to follow AoS Roundhouse policies and guidelines
- The responsibility to follow AoS Roundhouse chain of command and organizational structure; report problems directly to supervisor
- The responsibility to work as a team with paid staff, interns, and contractors and respect mutual roles
- The responsibility to make good faith efforts to resolve differences or problems with co-workers
- The responsibility to interact with visitors in a professional manner and provide exceptional customer service
- The responsibility to seek and accept guidance, support, or coaching needed to complete assignments
- The responsibility to wear the uniform when and where required
- The responsibility to be on time and reliable in fulfilling assignments
- The responsibility to respect access to AoS Roundhouse information, facilities, and equipment
- The responsibility to participate in training and meetings; if unable to attend meetings be responsible for information distributed in meetings.
- The responsibility to stay informed on projects and changing information for visitors
- The responsibility to care for our resources and use them wisely
- The responsibility to be aware of job risks. Do not undertake unreasonable risks, identify dangers to supervisor
- The responsibility to record hours worked