



2010 Guelph Jazz Festival - Volunteer Agreement

The Guelph Jazz Festival is a vibrant community-based festival offering a unique blend of creative improvised music and engaging dialogue on jazz and its cultural context. From year to year our aim is to provide an entertaining, safe and happy environment for all patrons, performers and invited guests. As a festival volunteer, you play an absolutely critical role in helping us to achieve this. You are also afforded a wonderful opportunity to meet and work with new people, to share in the excitement of cutting-edge jazz performances, and to give back to the Guelph community in an exceptionally positive way.

It is important for you to know that the Festival would not exist without support from our very dedicated volunteers. Thank you in advance for the contribution of time and energy that you are offering.

Feel free to ask questions of any Board member, Festival staff or Coordinator. In your job, you will be representing the Festival, so please give the audience members and artists a positive impression of Guelph and the people who live here. And don't forget to enjoy yourself!

RESPONSIBILITIES OF A JAZZ FESTIVAL VOLUNTEER

- You will be a Festival ambassador! You are expected to contribute to a non-discriminatory, inclusive and respectful environment.
- You will be expected to fulfill the duties as required by your supervisor within the volunteer role that you signed up for.
- Make sure you are familiar with your Coordinator and that they have your correct phone number, email, and address, and that you have his/her correct contact information as well.
- If you are unable to come to an assigned shift, please contact your Coordinator as soon as possible. GJF expects **at least 48 hrs notice prior to your scheduled shift**, unless it's an emergency.
- You are expected to arrive to your shift on time and ready to work.
- You must wear your Volunteer T-shirt at all times while on shift. Once off shift, you must return to normal street clothes so that it is clear that you are not on shift.
- No alcohol/drug consumption is allowed while on duty, or while wearing the crew t-shirt during the Festival. You must be sober for the duration of your shift.
- You must help maintain a safe environment for patrons and volunteers. You are required to report any dangers to your supervisor.
- Let your Supervisor know of any problems as they arise. If an accident or emergency occurs while on shift, alert your supervisor immediately (or call 911 as circumstance dictates).

- Please note that criminal background checks may be performed on any volunteer assuming a position that involves the intake and handling of cash, cheques or credit slips.

BREACH OF RESPONSIBILITY

- Guelph Jazz Festival reserves the right to Grey List volunteers who do not comply with the terms of the agreement stated here or who do not act in the best interests of the festival. Where applicable, grey-listing will occur at the discretion of the Volunteer Coordinator. If the breach of terms is deemed serious enough, grey listed volunteers may have their volunteer benefits revoked for a period of up to 3 years. Volunteers should feel free to approach the Volunteer Coordinator, the Executive Director or a Guelph Jazz festival Board Member if they have any grievances with this policy or with the festival itself.
- Note: These consequences apply primarily to the responsibilities of maintaining a respectful environment, of showing up for scheduled shifts and of not being under the influence of drugs or alcohol while working.

VOLUNTEER BENEFITS PACKAGE

As a volunteer with Guelph Jazz Festival, you will be entitled to the following benefits:

- 1 complimentary ticket to a ticketed 2010 show (pending availability) for every 6 hours worked, which includes training/orientation hours.
- A Volunteer T-Shirt.
- An invitation to the Volunteer Appreciation Party.

Signatures

By signing below, you understand and agree to abide by the agreement listed above.

_____/ _____/ _____
Volunteer Name Signature Date

