



Volunteer Handbook

History and Mission of the Anton Art Center

Housed in the historic Carnegie Library in downtown Mount Clemens, the Anton Art Center serves the community with rotating art exhibits, educational classes for students of all ages, volunteer opportunities, special events celebrating the arts, granting opportunities for artists and performers and our Anton Art Market that features the work of local artists

Our vision is to build an open community around creative expression and since 1969, volunteers have been helping the Anton Art Center to fulfill our mission to enrich and inspire people of all ages through the arts in Mount Clemens and throughout Macomb County. Our strategic goals are: to present a wide array of programming to appeal to diverse audiences, provide support for the arts and become a focal point for arts programming and work towards inclusion, diversity, equality, and access (IDEA) in all we do.

Reasons to Volunteer at Anton Art Center

- Support the arts in our community
- Meet new people
- Stay active in the community
- Join a team that values its volunteers
- Get a first look behind-the-scenes for special events
- Spend time in the historic Anton Art Center.

Traits of a Great Volunteer

- Positive
- Patient
- Flexible
- Great with visitors of all ages
- Friendly person who enjoys helping with people
- Team player
- Love for the Art Center

Benefits

- Specialized training and great learning opportunities
- Meeting artists and exploring the wonderful art that is shown here
- Recognition for our volunteers
- Working with a great team

Our Volunteer Services Mission Statement

To provide volunteers for the Anton Art Center so we can expand the capacity of the institution to more successfully accomplish our mission.

Volunteer Services Core Objectives

To incorporate and engage volunteers in broadening our services so that volunteerism supports the Center's staff in a way that increases productivity and the quality work performed

- Recruit, train, activate, and retain exceptional volunteers throughout the year to fulfill the needs of the Art Center
- Create long lasting relationships between volunteers, staff, artists and guests
- Foster opportunities for volunteers to engage with the Art Center in a more meaningful way that inspires creativity and meaning.

Volunteer Training Opportunities Descriptions

The Volunteer Coordinator will provide volunteer orientation, shift and project information and specific training to prepare you for the various duties with which volunteers help us.

Anton Art Market – Our unique Art Market is filled with works from local artists. Volunteers handle sales and answer questions during regular hours and special events. Shifts are flexible to work with your schedule,

In October, the Art Market is transformed into the Annual Holiday Market featuring the works of a hundred or more artists offering a huge array of artistic offerings.

Exhibit Receiving and Pick-Up – Volunteers get a chance to see the new artwork first and get to meet the artists as they check-in and check-out for the art exhibits

Workshop & Outreach – We need assistance in our classrooms to help instructors and students and at our community and special events, provide information and to lead arts and crafts and other projects with visitors.

Docent & Tour Guides – We are looking for enthusiastic ambassadors to learn about the Anton Art Center's history and share that knowledge with guests through guided tours of the historic building, current art exhibits, the art park and our classrooms. Ambassadors also travel into the community to share information at various events.

Social Media Ambassadors – Social Media Ambassadors can support the Anton Art Center by sharing our story and content through social media to introduce our programming and events to new audiences.

Patch & Paint – This crew works after every exhibit is taken down to prepare the walls for the new show and includes spackling and painting to prepare the walls to show off the new art works.

Special Event Committee – People who love to help with event planning can join a special event committee to work on our annual ArtParty, Super SatARTday, or Holiday Market and in addition to various events.

Maintenance – The historic Anton Art Center has many opportunities for people to help throughout the year with gardening in our beautiful planting beds, with regular and seasonal cleaning, laundry, storage organization and light general maintenance and repair.

Administrative & Technology – The office needs assistance with regular mailings and general administrative help. We also look for volunteers able to assist with photography, graphics, editing and layout, writing for our newsletter.

Volunteer Responsibilities

The Anton Art Center has always maintained the highest standards of operation. In all dealings with the public and with other Employees, all Company Employees and Volunteers who are expected to respect the dignity of each individual. With the foregoing in mind, the Anton Art Center has developed policies and rules for the benefit of all. You are encouraged to read the following list of actions and make sure you understand them fully. If any one of these actions is taken by you, it can result in disciplinary action, up to and including termination:

- Treating a fellow Volunteers or any other persons as you would want to be treated.
- Ability to follow the instruction of, or to perform work requested by the Volunteer Coordinator or Staff.
- Being punctual and flexible with your volunteer shifts when necessary. Calling in to advise of any scheduled shift you will be unable to make.
- Not abusing, wasting or stealing Art Center property or the property of any Art Center Volunteer, Employee or any other person. Not disclosing confidential Art Center information without authorization.
- Violating any law on the Art Center's premises or in performing your job duties, or acting in any other manner that may reflect adversely upon the Art Center.

- Consuming or selling illegal drugs or controlled substances, or being under the influence of illegal drugs or controlled substances, on Art Center premises or while performing your job duties.
- Exhibiting any behavior deemed unprofessional, unethical, inappropriate or unacceptable in any way by the Art Center or any behavior which specifically portrays the Art Center or its employees in a negative manner.
- Removing Art Center property or records without proper authorization. Not following these rules could lead to your separation from the Art Center Volunteer Program.

These examples are not all inclusive. All Volunteers are expected to work efficiently and harmoniously and to meet the requirements and standards for their position.

Anton Art Center Guidelines, Policies and Procedures

Background Screening Policy

Anton Art Center is committed to the safety of its volunteers and contracted instructors while on duty, the safety of its constituents (staff, community, etc.), and the protection of its assets and reputation. To reduce these risks, Anton Art Center will require certain volunteers and contracted instructors to undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Volunteers will be treated as “applicants” as that term is defined under the FCRA.

This policy applies to all prospective and current volunteers and all prospective and current contracted instructors who will be working with anyone under the age of 18 (a “minor”). All volunteers and contracted instructors understand that their service is at the sole discretion of the Anton Art Center. Volunteers and contracted instructors agree that the Anton Art Center may at any time, for whatever reason, decide to terminate their services to the Anton Art Center.

Procedure

Volunteers and contracted instructors who will be working with minors agree to complete a Disclosure and Authorization form, which requests information that the approved investigator requires to conduct screens. Anton Art Center will submit the completed Disclosure and Authorization form to the investigator for processing.

Each report received from the investigator will be reviewed by Anton Art Center for any incidents that may adversely impact the safety of the Art Center environment, including but not limited to, child or spousal abuse. In the absence of such incidents, the Art Center will approve the volunteer or contracted instructor for service. If such incidents are present on the report, Anton Art Center reserves the right to gather more information or to immediately decline the services of the volunteer or contracted instructor.

Anton Art Center will initiate a new background check (rescreen) at least every five years. The volunteer or contracted instructor agrees to complete a new Disclosure and Authorization form for each rescreen.

Non-Harassment Policy

Harassment sexual, racial and ethnic harassment is strictly prohibited by the Art Center. Volunteers who violate this policy are subject to separation from the Volunteer program. Racial and ethnic harassment includes, but is not limited to:

- Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters;
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes.

Sexual harassment is defined as unwanted sexual or visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of someone of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

- Unwanted sexual advances or proposition.
- Offering benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters or suggestive or obscene letters, notes or invitations.
- Verbal conduct, including making or using derogatory comments, epithets, slurs or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual.
- Physical conduct including touching, assault, impeding or blocking movements.

Examples of sexual harassment include but are not limited to: (a) an Volunteer being fired or denied a job or an employment benefit because the Volunteer refused to grant sexual favors or because he or she complained about the harassment; (b) an Volunteer reasonably quitting his or her job to escape harassment; or (c) an Volunteer being exposed to a hostile work environment.

The Art Center will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the Art Center knows that unlawful harassment has occurred.

All Volunteers have the right to be free from harassment while in the service of the Art Center. If you have been harassed by another Volunteer, Supervisor, vendor or customer, you should promptly report the facts of the incident or incidents and names

of the individuals involved as included in this Handbook. The Company will immediately and thoroughly investigate all claims of harassment. All those persons with information on the matter will be interviewed. The Art Center's determination and related Art Center action will be communicated to the Volunteer, to the alleged harasser and, as appropriate, to all others directly concerned.

The Art Center prohibits any form of retaliation against any Volunteer for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or discrimination, the Art Center determines that the complaint is not bona fide and was not made in good faith or that an Volunteer has provided false information regarding the complaint, action may be taken against the individual who filed the complaint or who gave the false information.

Equal Volunteering Opportunities

The Anton Art Center provides equal volunteering opportunities for everyone regardless of age, sex, race, creed, national origin, religious persuasion, marital status, sexual orientation, gender identity, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon ability to perform the job, as well as dependability and reliability.

Confidentiality

In the course of performing your job, you may gain access to confidential information, such as employee, volunteer, or donor records, Anton Art Center finances, organizational strategies or other nonpublic information. Each individual is responsible for ensuring that confidential and nonpublic information is treated accordingly and shared only with those who have a legitimate business need to know.

Whistleblower Policy

The Anton Art Center requires trustees, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Anton Art Center, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Anton Art Center can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Anton Art Center's code of ethics or suspected violations of law or regulations that govern the Anton Art Center's operations.

No Retaliation

It is contrary to the values of the Anton Art Center for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Anton Art Center. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure The Anton Art Center has an open door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or the Compliance Officer. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Anton Art Center's Board President and Chair of the Board's Internal Affairs Committee, who have the responsibility to investigate all reported complaints.

Compliance Officer

The role of Compliance Officer is fulfilled by The Anton Art Center's human resources vendor, America's Back Office. The Anton Art Center's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and the Board of Trustees of all complaints and their resolution and will report at least annually to the Board Treasurer and Board President on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Anton Art Center's Compliance Officer shall immediately notify the Board Treasurer and Board President of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the appropriate parties until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for disclosing alleged violations. Any allegations which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Anton Art Center's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be

promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: America's Back Office humanresources@abopeco.com 586-997-3377
Policy approved by the Board of Trustees on July 16, 2019.

Smoking Policy

The Company is committed to providing a safe and healthy environment for Employees and visitors. Therefore, smoking is prohibited inside the building and within twenty (20) feet from any building entrance.

Dress Code

The Anton Art Center expects presentable dress at all times but recognizes that sometimes we need to be prepared to get a little messy. While we do not have a specific dress code, we do ask that volunteers wear clothing that is not ripped or torn, does not display objectionable imagery or phrases, and provides appropriate coverage and protection for the task at hand.

General Information

Anton Art Center Hours

Tuesday – Saturday 10:00 a.m. – 5:00 p.m.

Sunday & Monday Closed

Parking

Parking passes are provided to our Volunteers during their volunteer shifts in the metered parking lot outside the Anton Art Center. A parking pass may be obtained from the Anton Center office for your convenience. (this pass will be used only when you are working at the Anton Art Center).

**Anton Art Center
Insurance Liability Coverage -- Waiver & Release of Liability**

I have agreed to volunteer at the Anton Art Center. I understand that that may involve certain physical activities. I affirm that I am in good health and physically able to volunteer. I understand that only I can be aware of my own physical limitations and level of exertion. I agree to use good judgement to determine the extent of physical exertion that I can undertake. Accordingly, I release the Anton Art Center from any claim for damages, expenses or attorney fees resulting from personal injury or death due to my volunteer activities. I agree that my signature binds not only me but my personal representative and heirs.

Volunteer Signature

Date

Parent/Guardian Signature (if volunteer is under the age of 18)

Date

Anton Art Center
VOLUNTEER ACKNOWLEDGMENT

I acknowledge receipt of the Art Center’s Volunteer Handbook. I have read and understood the contents of the Manual and agree to employment under the conditions set forth in the Handbook.

I understand that the contents of this Handbook, including its Appendices and this Volunteer Acknowledgment, do not form a contract between the company and me, but are intended only as a general reference guide to the Company’s current policies, practices and benefits. I also understand that the Company may alter, modify, amend, disregard, suspend, interpret or cancel any of the polices, practices and benefits in this Handbook, at any time, without advance notice, at its sole discretion, without having to give cause, justification or consideration to me. Only the President of the Company has the ability to alter, modify, amend, disregard, suspend, interpret or cancel any of the policies, practices and benefits in this Handbook and all such changes will be communicated through official notices.

I further understand that I have the right to terminate my Volunteerism for any or no reason, at any time, and that the Company has the right to terminate my employment for any reason or no reason, at any time. That is, I understand and agree that my employment is for no definite period and may be terminated at any time by me or the Company, with or without cause and with or without notice. I acknowledge that no contrary agreement has been made with me by any person.

Finally, I understand and agree that no person other than the President of the Company has the authority to enter into any agreement for a specified term of employment or modify the terms of the employment relationship, and that any such agreement, to be effective, must be in writing signed by both me and the President of the Company.

Volunteer Printed Name

Volunteer Signature

Date

Parent/Guardian Signature (if volunteer is under the age of 18)

Date