



Become a Volunteer

To learn about volunteer opportunities, follow these easy steps:

1. Request an application by calling the Volunteer Scheduler at 804-780-1865 x16 or download from our website (www.tredegar.org). Volunteers under 18 years old will also need to complete a student addendum.
2. Complete the form and return it to us.
3. Our Volunteer Coordinator will contact you to arrange a meeting with you to learn about your volunteer interests and discuss our volunteer needs.
4. If there is a good match, a start date will be arranged.

Here's how the Center recognizes volunteers:

- A volunteer will be given free parking
- Volunteers receive the Center's bi-monthly staff bulletin, *Inside Edition*.
- You will be given a nametag to wear while on assignment to identify you.
- Active volunteers will be invited to volunteer field trips and the annual volunteer recognition event.
- Volunteers who contribute 50+ hours of service in one year will receive a volunteer ID card. These will be issued the month following the 50 hours of recorded service.

The ID card entitles volunteers to:

- A 10% discount in the Museum Store.
- A household pass for free admission to the Museum and free admission to all programs and events.

Frequently Asked Questions:

What if I am unable to volunteer for my assigned shift?

Contact your supervisor as soon as possible so that suitable arrangements can be made. If you are unable to connect with your supervisor, call the Volunteer Scheduler at 804-780-1865 x 14 during weekdays or the Visitor Services staff at 804-780-1865 x10 on weekends.

What if I am injured while volunteering?

If you become injured while volunteering, inform your supervisor or the Volunteer Coordinator at 804-780-1865 x 16 immediately. If it is an emergency, a member of your family or your emergency contact will be informed. Volunteer safety on the job is of great importance to the Center. If you see anything that you feel is not safe, please report this to your supervisor or the Volunteer Coordinator.

If a visitor gets hurt, what should I do?

Inform your supervisor or a Center staff person as soon as possible. Do not leave the injured person alone.

What should I do with volunteer timesheets?

Please send your timesheets to your supervisor or the Volunteer Scheduler by the fifth of each month. These timesheets are used to record your hours so that you will be able to take advantage of special recognition opportunities for volunteers. The hours also are included in reports about volunteer activity and in grant proposals to fund Center programs and initiatives.

What if I want to change my volunteer position?

If you would like to change your volunteer position or if you see a position described that interests you, contact your supervisor or the Volunteer Coordinator at 804-780-1865 x16.

Other Questions

If you have additional questions refer to our staff training manual.