

New Volunteer Application

Thank you for your interest in volunteering for the Belfry Theatre.

Our volunteer team consists of over 250 incredibly dedicated supporters of the Belfry, many of whom have been with us for over 20 years.

Most of the volunteer opportunities remain in Front of House in the capacity of greeting patrons as they arrive, taking tickets from the patrons as they enter the theatre, or working in the concession.

In order to become a volunteer there are two things you need to do:

1. Fill out and return this form
2. Attend a volunteer orientation session.

Once you send in your application, I will contact you to let you know that I have received it. It will then be kept on file for the next orientation. Once we have a date set, I will e-mail you the invitation to this event.

We hold volunteer orientations 2 times a year. The orientation session is designed to give you an opportunity to learn more about the Belfry, the volunteer positions we have, and what you can expect as a volunteer. After you have completed the orientation and you have decided you would still like to be a volunteer, then we will add you to our volunteer roster.

Here at the Belfry, we believe that volunteering should be a fun and rewarding experience.

Tara Gilroy-Scott
Front of House Manager
250-385-6835 ext.225

Name: _____
Address: _____
Unit # _____ Street Number & Name _____
City _____ Prov _____ Postal Code _____
Daytime telephone: _____
Evening telephone: _____
Email: _____

Generally speaking, what is your availability for the Belfry performance times as a volunteer?

Evenings: 6:45pm-10:30pm

- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Matinees: various times

- Wednesdays 11:45am-3:30pm
- Thursdays 11:45am-3:30pm
- Saturdays 2:45pm-6:30pm
- Sundays 12:45pm-4:30pm

Are you available for rental events in the building at other times? yes no
Do you live close to the theatre? Of interest when we have cancellations. yes no

Volunteer Duties and Safety

The primary function of our volunteers is ensuring the safety of our patrons, and while we want you to have fun and enjoy the performances, the role of our volunteers is very important and we take this responsibility seriously. In this regard, all of our volunteers are trained to assist with emergency procedures, for example evacuating the building.

Are there any tasks you anticipate feeling uncomfortable performing at the Belfry as a volunteer? Please provide a brief explanation.

- Concession _____
 - Ticket Taker _____
 - Greeter _____
 - Your role during an emergency _____
- _____
- _____

Skills

Please indicate if you have any of the following skills. While these skills are desirable they are not a requirement to volunteer at the Belfry.

- First Aid yes no _____
- FoodSafe yes no _____
- Serving It Right yes no _____
- POS Systems yes no _____
- Other yes no _____

References

Please list two references. Feel free to include anyone you know that works or already volunteers at the Belfry.

- 1. Name _____ Phone _____
- 2. Name _____ Phone _____

Additional Information

Please tell us how you heard about volunteering at the Belfry and why you would like to volunteer with us.

Please feel free to provide us with any additional information you think might be useful to us.