Adult Volunteer Packet

This is an opportunity to participate in a volunteer program that will help introduce children and their families to an environment that fosters a passion for science, technology, engineering and math. Mid-America Science Museum will select our volunteers from a pool of applicants who complete the application process. Those selected to move forward will be scheduled for an interview at the Mid-America Science Museum. Successful candidates will be notified by phone or e-mail.

Please complete the application packet if you are able to answer yes to the following questions:

- Are you at least 19 years old?
- Are you able to volunteer at least 12 hours in 8 weeks?
- Are you able to commit to a mandatory training and orientation?
- Will you be able to fulfill these program application requirements?

To apply please:

- Complete the volunteer application and all associated forms.
- If selected, attend a scheduled interview.

Please return the completed application to: Irene Perros, Volunteer Coordinator at irenep@midamericamuseum.org, or mail to:

Mid-America Science Museum
(ATTN: Irene Perros)
500 Mid-America Blvd
Hot Springs, AR 71913
Volunteer Program Application

Date: ____________________

First Name: __________________________ Last Name: ______________________________

Email: ________________________________________________________________

Street Address: ____________________________________________________________

City/State/Zip Code: ___________________________________________________________

Home Phone: __________________________ Cell Phone: ______________________________

Date of Birth: ____________________

Have you ever been convicted of a felony, i.e. a serious crime? Yes/No

If yes, please describe the nature of the offense and the punishment you received in the space provided below.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Circle T-Shirt size preference:  S   M   L   XL   XXL  (Volunteers are required to wear the T-Shirt provided by the museum)

Availability:

We ask that you commit to a minimum of 12 hours per month. Please select the days and times below that you are available to volunteer.

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Volunteer Program Application

Please give a short response to the following questions:

How did you find out about the Volunteer Program?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please list any hobbies, special skills, training, or education that you believe may benefit the museum.

_____________________________________________________________________________________
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What type of experiences have you had interacting with or working with children or teaching?

_____________________________________________________________________________________
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References

Please list two references from community members who are not related to you. They should be people with whom you have had a relationship in the past two years.

Name: ____________________________   Name: ____________________________
Phone: ____________________________   Phone: ____________________________
Relationship: ______________________  Relationship: ______________________
You represent the Mid-America Science Museum while you are here. We are proud of our volunteer program and have a few rules and regulations that need to be followed while you are volunteering.

PROCEDURES AND REGULATIONS:

- Be attentive and friendly to guests, complete your assigned duties and offer to help whenever you see a need.
- Be punctual. We count on you to arrive on time for your scheduled shift. If you are ill, please notify the designated staff member as soon as possible.
- Sign in upon arrival and sign out upon departure.
- Report to your designated staff member at the beginning of your shift.
- Model good behavior and language since you are a role model to young guests.
- Wear the proper shirt/identification required by the Mid-America Science Museum.
- Adhere to the required dress code. Pants or shorts should not be torn and are to be worn at waist level, preferably with a belt. Avoid revealing clothing. Closed shoes or sandals with a heel strap are required. For safety reasons, flip flops, high heels or wedge shoes are not to be worn.
- Maintain good hygiene. Be neat and well groomed.
- Do not chew gum or eat while on duty except during snack times or directed by staff in appropriate areas.
- Leave personal belongings at home. The museum is not responsible for any damaged, lost or stolen items. A locked area will be available for purses, etc.
- Never bring a friend or relative with you while you are volunteering.
- Report any illness or accident while on volunteer duty to your supervisor.
- Adhere to the museum’s drug-free policy.
Unacceptable behavior that may result in dismissal from the program includes, but is not limited to:

- Violation of privacy or confidentiality.
- Violation of the museum’s drug-free environment.
- Absenteeism or tardiness.
- Unbecoming behavior, including but not limited to a negative attitude and unwillingness to follow directions.
- Violation of the dress code.
- Evidence of loss of interest in volunteer service, such as leaving your assigned area or not completing assigned tasks.
- Inappropriate language.
- Eating or chewing gum in exhibit galleries.

I have read and agree to abide by the above standards and perform all duties assigned to me. I understand that unacceptable behavior may result in disciplinary action or dismissal from the Volunteer Program.

Volunteer Signature: _____________________________ Date: ______________________