Team Tesla
Student Volunteer Program
2019-2020 School Year

Team Tesla Volunteers will develop leadership skills while assisting Mid-America Science Museum staff members in the necessary duties to effectively execute daily operations as well as special events. This is an opportunity to take part in a volunteer program which will introduce students ages 14-18 to the world of volunteering in an environment which fosters a passion for science, technology, engineering, art, and math.

Team Tesla participants will be selected from a pool of applicants who complete the application process. The deadline for the receipt of the completed application packet is September 13, 2019. Those selected to move forward will be scheduled for an interview. Successful candidates will be notified by the end of the day on September 20th via phone call. This process provides teens an opportunity to develop skills needed to obtain their first job. Selected applicants will have additional opportunities to participate in the ongoing teen volunteer program. Parents/guardians will need to provide verbal and written confirmation acknowledging their agreement and understanding of the program requirements.

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

- Will you be at least 14 by October 1, 2019?
- Are you able to commit to volunteering a minimum of 5 hours a month either in the gallery or at a special event presented by the museum?
- Will you be able to fulfill these program application requirements?
  - Complete the volunteer application and all associated forms
  - Submit a one-half page response to the question “Why would you like to volunteer at Mid-America Science Museum”
  - Submit two letters of reference from a present or former educator and/or a community leader who is NOT related to you.
  - Attend a scheduled interview

Deadline for the receipt of the completed application packet is September 13, 2019.

Please return the completed application to: Abbie Wade, Volunteer Coordinator, abigailw@midamericamuseum.org or mail to Mid-America Science Museum, 500 Mid-America Blvd, Hot Springs, AR 71913. ATTN: Abbie Wade
Team Tesla Program

Student Volunteer Duties

- Interact with guests and staff in a positive manner while at the museum
- Walk the gallery
  - Reset exhibits
  - Speak with guests
  - Answer questions
  - Make sure the floor is clean and all exhibits are operating properly
  - Ensure guests are following museum rules
- Assist with special events
  - Facilitate educational programming
  - Manage a discovery table
  - Assist the education department with shows
  - Other duties as assigned
- Assist in the management of the Tinkering Studio
  - Set up activities
  - Helps guests carry out activities
  - Assist education with various duties as assigned
Team Tesla Volunteer Program
2019-2020 School Year

Date __________________

First Name_____________________________
Last Name_____________________________

Street Address
___________________________________________________________________

City/State/Zip Code
___________________________________________________________________

Home Phone________________________
Cell Phone _________________________

Date of Birth _______________________

School Name __________________________
Grade __________________

Are you 14 years of age or over? __________yes ______________ no

Have you ever been convicted of a crime? If yes, please explain
_______________________________________________________________________________

T-Shirt Size: Circle preference  S  M  L  XL  2XL (Volunteers are required to
wear the T-Shirt provided by the museum)

Parent Information

Parent/Guardian Name
________________________________________________________

Work Phone _______________
Cell Phone _______________
Email___________________

Emergency Contact _______________
Phone # _______________
Relationship_______
Team Tesla Volunteer Program
Rules and Regulations

Attention Student Volunteers and Parents:

We have a few rules and regulations that need to be followed if you should be chosen to be a member of Team Tesla. Please conduct yourself in a mature manner and live up to the trust placed in you. You represent Mid-America Science Museum while you are here.

PROCEDURES AND REGULATIONS:

- Be attentive and friendly to guests, complete your assigned duties and offer to help staff whenever you see a need.
- Be punctual. Staff members count on you to arrive on time for your scheduled shift Monday through Friday. If you are ill, please notify your supervisor 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 for younger guests.
- Maintain the confidentiality and privacy of guests. Never talk about anyone in front of others or when you return home.
- Wear the proper shirt/identification required by the 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. Prefer closed shoes or sandals to flip flops for safety reasons. Only ear piercings are acceptable.
- Maintain good hygiene. Be neat and well groomed.
- Do not chew gum or eat while on duty unless directed by staff at snack times in appropriate areas.
- Do not use cell phones at any time during orientation or while volunteering. Texting is not allowed while volunteering. Cell phones should remain turned off during your shift.
- Leave personal belongings such as cameras, MP3 players, etc. at home. The museum is not responsible for any damaged, lost or stolen items. A locked area will be available for purses, etc.
- Remain in your assigned area. Members of Team Tesla should not leave the museum premises while on duty under any circumstances.
• Assure that you are dropped off and picked up no more than 15 minutes before or after your volunteer shift.
• 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 Mid-America Science Museum’s smoke and tobacco free policy.

Unacceptable behavior which may result in disciplinary action or dismissal from the program includes, but is not limited to:

• Violation of privacy or confidentiality.
• Violation of Mid-America Science Museum’s smoke and tobacco free environment.
• Absenteeism.
• 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.
• Using cell phones or other personal electronic devices while on duty.

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 Team Tesla Program.

Volunteer Signature: __________________________________
Date: __________________________

Parent/Guardian:

I understand my support is vital to the success of my child’s volunteer experience. I will remind my child of the dress code and appropriate behavior. I will also make sure that my child has transportation and that they are dropped off and picked up promptly. I understand that my child will arrive and be picked up no more than 15 minutes before and after their volunteer shift. ________ (parent’s initial)

I have reviewed the above standards in regard to the Team Tesla Program.

Parent Signature: ________________________________
Date: __________________________.

Parent Daytime Phone Number: _____________________
Team Tesla Volunteer Program
Request to Apply

Please give a one-half page response to the following question:

“Why would you like to volunteer at Mid-America Science Museum as a member of Team Tesla?”

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