



Volunteer Application

Thank you for your interest in volunteering for the Erie Children’s Museum. Please complete the entire volunteer application and agreement and email it to julie@eriechildrensmuseum.org. For more information call (814) 453-3743 or e-mail at julie@eriechildrensmuseum.org.

Thank you for filling out this application! We will be in touch with you within two weeks of receiving the application.

Personal Information

Name: _____ Date of Application: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Best time to call: _____

Work Phone: (____) _____ e-mail address: _____

Are you currently employed? YES NO RETIRED Name of employer: _____

Describe your primary responsibilities: _____

Are you currently a student? YES NO List school: _____

Are you over 18 years old? YES NO List grade completed: _____

Have you ever been convicted of a felony: YES NO Please explain: _____

What special skills, talents, interests, training or hobbies do you have? _____

Please list any previous volunteer experience: _____

How did you hear about the Erie Children’s Museum volunteer program? _____

Photo Release

I hereby freely grant the ExpErience Children’s Museum permission to publish photographs or videotape taken of me for editorial, advertising, on-line or commercial purposes.

Volunteer Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____

(Required if volunteer is younger than 18 years of age)

Areas of Interest

Please indicate below the assignments that interest you as a volunteer. Please contact the Volunteer Coordinator at (814) 453-3743 or julie@eriechildrensmuseum.org if you have any questions about the volunteer assignments.

VOLUNTEER OPPORTUNITIES			
(Please indicate all opportunities you are interested in)			
Volunteer Assignment	YES	NO	Requirements
Musuem Aides (Ages 16 and older)	<input type="checkbox"/>	<input type="checkbox"/>	Museum Aides help promote the education mission of the museum through hands-on learning activities.
Event Assistants (ages 14 and older)	<input type="checkbox"/>	<input type="checkbox"/>	Event Assistants help with a number of fun events throughout the year.

Adult volunteers (18 years or older) must complete a criminal background check and child abuse history clearance before volunteering at the museum. They must also sign a volunteer affidavit or complete FBI fingerprinting.

Availability

Please indicate when you are available and would prefer to volunteer.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

SATURDAY SUNDAY

I am available _____ hours per week

I am available _____ days per month

I prefer the following time of day: Morning (8:00-12:00) Afternoon (12:00-5:00) Evening (5:00-9:00)

References

List two personal or professional references that are not related to you:

1. Name: _____ Phone: (_____) _____

2. Name: _____ Phone: (_____) _____

Thank you! Please return this completed application to:

Volunteer Program at Erie Children's Museum * 420 French Street Erie, PA 16507* 814-453-3743 *Fax: (814) 459-9735
julie@eriechildrensmuseum.org

Erie Children's Museum Volunteer Program

Volunteer Agreement

Welcome Erie Children's Museum volunteers! Before you begin your first volunteer assignment we need you to please read the following procedures and rules of conduct. After which please sign your name and provide the original to the Volunteer Coordinator.

VOLUNTEER PROCEDURES AND RULES OF CONDUCT

Accidents: If you or another volunteer are injured during volunteer service, please contact the Volunteer Coordinator immediately. An accident report form must be completed at the time of the accident.

Attendance: Individual volunteer work efforts are very important for the Erie Children's Museum overall success. We depend on volunteers to report regularly and at the agreed time. Volunteers must agree to report to assigned shifts on a punctual and consistent basis and to contact the Volunteer Coordinator at least 10 days in advance or 24 hours in advance in the case of emergencies if he/she decides to discontinue their service or cannot attend the volunteer assignment. Volunteers that do not fulfill scheduled requirements will be considered inactive and will be required to contact the Volunteer Coordinator to reactivate as a volunteer.

Attire: All Volunteers represent the Erie Children's Museum and should present an image that is professional and appropriate for the assigned workstation. Nametags are required for volunteers during service. The volunteer uniform consists of clean jeans with no writing or holes or clean shorts just above the knee in length (no jean shorts) and a nametag. Shirts must properly fit, have sleeves, and have no writing. Open toed shoes or clogs are not permitted. Sneakers are recommended.

Cell Phone: Cell phones should be kept with your personal belongings and not on your person. Cell phones should not be used during volunteer service unless there is an emergency or special permission has been granted.

Compensation: There will be no monetary compensation for volunteers. However, volunteers will receive a free family museum membership after 100 volunteer hours served in one calendar year.

Clearances: All volunteers 18 years and older must complete a criminal background and child abuse history clearance. They must also sign a volunteer affidavit or complete FBI Fingerprinting.

Equipment: The use of any office equipment including copiers and phones requires permission from a Supervisor. Supplies, materials and equipment may not be used for personal tasks. Volunteers will **not** have access to computers or the internet during volunteer assignments.

Evaluation: Volunteers are subject to the same rules of conduct and confidentiality that apply to paid staff members and must act in a responsible and professional manner when providing services to the Erie Children's Museum. Volunteer performance will be subject to review and evaluation by appropriate staff. An unsatisfactory performance may result in termination of participation in the Volunteer Program.

Family/Friends: Volunteers should not have family members or friends with them while they are volunteering unless they are part of the Erie Children's Museum Volunteer Program.

Hour commitment: All volunteers are required to complete a minimum of 25 volunteer hours each year in order to remain active. Volunteers that cannot complete this requirement, but wish to remain active, must contact the Volunteer Coordinator.

Illegal substances and tobacco:

The Erie Children's Museum is a drug, alcohol and tobacco free work place. Employees and volunteers are not permitted to use or be under the influence of illegal drugs or alcohol. Being under the influence of illegal drugs or alcohol during the volunteer assignment is cause for dismissal. Employees and volunteers are not permitted to smoke or use smokeless tobacco products such as chew or snuff during volunteer service or anywhere on Museum property.

Inactive Status: Regular Volunteers who are unable to meet their commitment may go on inactive status for a period of time not to exceed one year by notifying the Volunteer Coordinator. Failure to return to active status after one year will result in termination from the Volunteer Program.

Media/Press: Volunteers are requested not to grant interviews or give information directly to the press. All media/press contact should be channeled through Ainslie Brosig, Executive Director.

Political Activities: Volunteers may not support or promote any political activities or interests during volunteer service or with any Erie Children’s Museum resources. No volunteer, acting in the course of his or her duties as an Erie Children’s Museum Volunteer, may make a decision on the basis of any political consideration.

Public Service: A friendly, caring, and polite attitude is required of our volunteers at all times with our program participants, fellow volunteers, staff, and our guests. Remember that you are representing the Erie Children’s Museum and must uphold its positive image. The children and adults participating in our programs, fellow volunteers, staff, and the guests may not be treated in a rude, abusive, or harassing manner. Please do not guess when you don’t know an answer to a visitor or participant’s question. Tell the visitor you will try to find out and take their name and address or phone number to respond later or direct them to a staff person who may be able to help.

Punctuality: Please arrive 15 minutes prior to the beginning of your shift. This will insure a smooth transition between shifts and allow time for any updates or exhibit changes that may occur. Please notify the Volunteer Coordinator as soon as possible if you cannot avoid being late so arrangements can be made to cover your shift until you arrive.

Recycling: Currently, we are collecting aluminum cans, glass, plastic, cardboard, and newspapers.

Resignation: If you are no longer able to serve in the Volunteer Program and wish to resign, we request that you provide at least a two-week notice.

Schedule: Volunteers are expected to commit to a minimum number of volunteer hours and to a regular schedule. The Volunteer Coordinator must approve any changes in the schedule. Breaks must be approved and scheduled.

Sign In/Sign Out: All Volunteers are required to sign in at the beginning of their shift and sign out upon completion in the "Volunteer Daily Log" notebook at the front desk. This will help the staff keep track of all volunteers onsite and locate you in the case of an emergency.

Time Sheets: All Volunteers are required to keep an individual time sheet recording their volunteer hours. Time sheets are kept in the “Volunteer Time Sheets” notebook at the front desk. Hours are to be recorded upon completion of each shift. An accurate accounting of all Volunteer hours is required. Please contact the Volunteer Coordinator if you do not complete a time sheet at the end of your shift.

Unauthorized Programs: Volunteers are asked not to give Erie Children’s Museum presentations or programs unless authorized to do so by the Volunteer Coordinator. Requests for such programs should be referred to the Volunteer Coordinator.

Volunteer File: Each Volunteer will have a personal file kept in the Volunteer Coordinator’s Office. Each file will contain pertinent information on that volunteer, including the completed application form and medical information. Volunteer files are accessible only by Erie Children’s Museum personnel and the respective Volunteer. Volunteer information in the file will be kept confidential.

I have read and understand the policies, procedures and rules of conduct for the Erie Children’s Museum Volunteer Program and I agree to abide by them. I further attest that I am participating in this program of my own volition. I understand that this document does not constitute a contract of employment, and agree that either party may terminate involvement with the Volunteer Program at any time.

I freely agree and without undue influence from the ExpERIENCE Children’s Museum to forever release and remise the ExpERIENCE Children’s museum and its employees and volunteers from any and all actions, causes for actions, suits, claims, damages, or other controversies pertaining to my participation as a volunteer with the ExpERIENCE Children’s Museum.

Volunteer Signature

Date

Parent or Legal Guardian Signature

Date

(If the volunteer is under the age of 18, consent from a parent or legal guardian is required.)