

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

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.

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

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: _____

Volunteer Program Rules and Regulations

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: _____