



**LIZZADRO MUSEUM
OF LAPIDARY ART**

220 Cottage Hill Elmhurst, IL 60126

Tel. 630-833-1616

www.lizzadromuseum.org

VOLUNTEER APPLICATION

Please Note: All Applicants must be at least 16 Years of Age

Name:

Address:

Home Phone:

Alternate Phone:

E-mail Address:

Time Commitment (*check all that apply*):

- Short Term (3 months or less)
- Long Term (more than 3 months)
- Regular Weekly schedule
- Special Events

Availability (*fill in applicable boxes*):

<i>Hours</i>	Sunday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						

<i>Time of Year or Month(s) Available</i>	January - March	April - June	July - September	October - December

Volunteer Opportunities (*please check your interests*):

See attached descriptions for more information.

Administrative

<input type="checkbox"/>	Front Desk Assistant
<input type="checkbox"/>	Educator Assistant
<input type="checkbox"/>	Special Events Volunteer

Other (*Please specify*) _____



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Work Experience:

Volunteer Experience:

Education (*level completed*):

High School Technical School College Courses

College Degree (*please specify*) _____

References: Names of two persons not related to you, whom you have known for at least one year

Name	Address	Phone No.	Relationship	Years Acquainted

Emergency Contact Information:

Name: _____ Relationship: _____

Phone No. where they can be reached: _____

I certify that the information contained in this application is true and complete to the best of my knowledge. I authorize a full investigation of statements contained herein and the references listed above for any and all information regarding previous employment and pertinent to information they may have personal or otherwise, and release all parties from all liability for damage that may result from furnishing the same to you. I acknowledge that the above information is voluntarily supplied and may be used and disclosed for Lizzadro Museum purposes only and that as a Lizzadro Museum Volunteer I will not be paid for my services. I agree to abide by the policies and procedures of the Lizzadro Museum.

Signature: _____

Date: _____



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Volunteer Job Descriptions

Front Desk Assistant

Responsible for handling front office reception and administration duties, greeting visitors and taking admissions, answering phones and handling visitor questions, and receiving program reservations.

PRIMARY RESPONSIBILITIES

- Answer phones
- Route calls to specific staff members
- Answer visitor inquiries about Museum
- Greet visitors warmly
- Take visitor admissions
- Operate a cash register
- Some computer work may be required
- Must be able to sit, stand, and walk for several hours at a time

Educator Assistant

Responsible for assisting the Educator with education programs and school field trips, work with children of varying ages, help with program set-up and take-down, be available to answer questions.

PRIMARY RESPONSIBILITIES

- Communicate effectively with wide range of visitors
- Answer participant questions
- Interact with children and accompanying adults
- Take direction from supervisors
- Must be able to stand and lift 25 pounds
- An interest in earth science is preferred, but not required

Special Events Volunteer

The Museum hosts a number of special events and programs throughout the year, including outdoor promotion events such as "Art in the Park," as well as "Museum Day." These programs include hands-on activities geared towards children. Volunteers must be able to interact with a variety of visitors and assist children working on activities sponsored by the Museum.

PRIMARY RESPONSIBILITIES

- Communicate effectively with wide range of visitors
- Answer inquiries about Museum
- Interact with children and accompanying adults
- Take direction from supervisors
- Must be able to sit, stand, walk and lift 25 pounds

Volunteer hours are applicable for National Honors Society requirements

**If interested in any of the positions, please contact Sara Kurth
educator@lizzadromuseum.org**