

## VOLUNTEER APPLICATION

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

**Name:**

**Address:**

**Primary Phone:**

**Secondary 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 – Museum Closed on Mondays*):

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

<i>Time of Year or Month(s) Available</i>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>

**Volunteer Opportunities** (*please check your interests*):

See attached descriptions for more information.

**Administrative**

Front Desk Assistant

Educator Assistant

Special Events Volunteer

**Other** (*Please specify*) \_\_\_\_\_

**Work Experience:**

---

---

---

**Volunteer Experience:**

---

---

---

**Education** *(level completed):*

High School      Post High School Courses

CoDegree *(please specify)* \_\_\_\_\_

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

<b>Name</b>	<b>Address</b>	<b>Phone No.</b>	<b>Relationship</b>	<b>Years Acquainted</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**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: \_\_\_\_\_

## **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 point of sale transaction using online ticketing service
- 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.

**\*\*All applicants must submit to a background check\*\***

#### **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. 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.

**\*\*All applicants must submit to a background check\*\***

#### **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](mailto:educator@lizzadromuseum.org)