



1220 Kensington Road    Oak Brook, IL 60523    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*):

- |  |   |
|--|---|
| <input type="checkbox"/> Short Term (3 months or less) | <input type="checkbox"/> Long Term (more than 3 months) |
| <input type="checkbox"/> Regular Weekly schedule       | <input type="checkbox"/> Special Events                 |

**Availability** (*fill in applicable boxes*):

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

<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**

	Front Desk Assistant
	Educator Assistant
	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](mailto:educator@lizzadromuseum.org)**