

Administrative/Responsibilities

1. **Your responsibilities while volunteering are:** interact with guests of all ages, monitor exhibit halls, pick up items and return them to proper place, keep the children and guests safe, and smile and have fun.
2. To volunteer at Discovery Science Place, you must provide a completed **application packet, complete volunteer orientation and must be 14 years of age.**
3. **All volunteers are required to complete a MINIMUM of 8 hours per month.** If the minimum volunteer hours are not completed, you will be listed as “inactive” and will not be notified of upcoming events. Reactivation occurs when the missed hours along with regular 8 hours are scheduled and completed within the current month.
4. **You must be on the schedule to volunteer.** You must show up and perform expected duties or your volunteer hours will not be counted.
5. Be certain to PRINT your full name on your volunteer time card and clock in and out each time you are here to volunteer. One time card per month. **Check the volunteer board and the volunteer table for various assignments.**
6. If confirmation of volunteer hours is needed, letters will only be distributed between the 1st and 5th of each month. If not picked up during that timeframe, confirmation will not be available until the following month between the 1st and the 5th
7. Please do not use the intercom system. If you need to have something announced (found purse, missing ring, etc.), please ask one of the museum staff members for assistance.
8. The back offices of the museum and behind the front desk are off limits except to make copies or to access the volunteer table.

Lunch and breaks

1. Food and/or drinks are not allowed in the exhibit halls.
2. LUNCH: A break room is provided on premises for lunch activities. If you are a youth volunteer, your parent must call or provide a written note to give permission for you to leave the premises for lunch. Additionally, you must notify a DSP staff member you are going to lunch prior to leaving the premises. You are permitted a minimum of 30 minutes and a maximum of 1 hr. for lunch. **YOU MUST CLOCK**

OUT FOR LUNCH. The only exception to this, is eating lunch with the campers as a volunteer during our summer and winter camps.

BREAKS: By law every 3.5 hours that you work you are to receive a 15 min. break.

Appropriate Dress Attire and Behavior

1. Appropriate dress is required. Proper attire would be a designated shirt or polo type shirt, with your name badge attached to the top, in the shoulder area, with blue jeans or khakis. Shorts are permitted during camp. You must wear your volunteer name badge at all times while at the museum.
2. Cell phone use is not allowed while you volunteer. Please turn in all cell phones, IPods, MP 3 players to the front desk when you clock in and they will be returned to you when you clock out. No exceptions.
3. Swearing, running, hitting, screaming or carrying children is not allowed. You are encouraged to interact with the visitors but horse play is not allowed. Please lead by example.

Medical Issues and Child Safety

1. If a child obtains a bump or a scratch, bring them to the front desk where the first aid kit is located. If a child is seriously injured, please do not move them. Find a DSP staff member immediately. If there is blood, do not touch it.
2. **RESTROOM SUPERVISION:** Pre-K and Kindergarten students must be accompanied to the restroom. The volunteer accompanying children should stand in the doorway while children are using the restroom facilities. If the child requires assistance with buttons, belts, etc., the door must remain open and the child must face out to the public with his back to you for assistance. A child's front must always be in public view. This policy allows for as much privacy as possible while protecting DSP volunteers. School age children (6 – 12 years of age) must be sent to the restroom in pairs and, whenever possible, with a volunteer. No child, regardless of age, should go to the restroom alone.

General Provisions

1. Treat all visitors, museum staff and other volunteers with respect at all times.

2. Should you encounter a problem or are presented with a question that you cannot answer, please contact a museum staff member. They are here to help you.
3. Should you notice any exhibit items that are out of place, please return them to their proper place. Any damaged items should be put in the blue bin in my office. If everyone does this throughout the day, end-of-day cleaning is easier to manage.
4. Lockers are provided for all personal items. If you want to lock your items up, you can check out a lock on a per day use basis, with our Operations Manager, Sherry. Lockers are located in the break room as you walk in the door.
5. Evaluations will be performed on a yearly basis. Evaluations will be used in awarding of S.T.R.I.V.E. levels of achievement.

Benefits

- Be a part of the DSP Team – a Parent Magazine top 25 science museum
- Flexible scheduling
- Involved in an environment of life-long learning
- Receive orientation and training
- Letters of recommendation
- School/community serve hours
- Special events participation
- Character and professional building skills
- Strengthens Resume