Admissions & Greeting

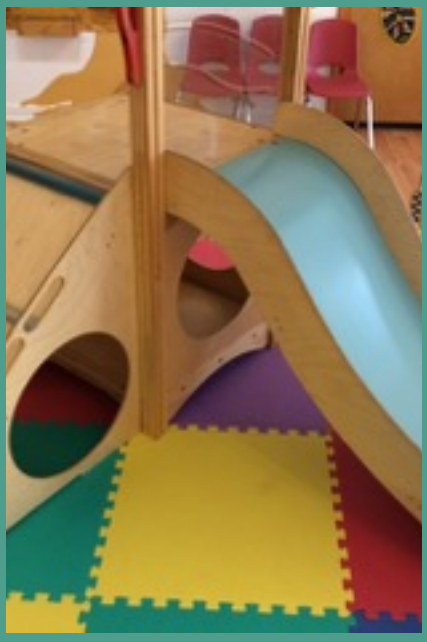
Summer Volunteer Program

Coastal Children's Museum
75 Mechanic Street
Rockland, Maine 04841
207-596-0300
www.coastalchildrensmuseum.org

Admission & Greeting: Summer Volunteer Program

The Coastal Children's Museum is dedicated to providing a fun educational experience. Through play and interaction with the natural world and the arts and sciences, children are given the opportunity to explore, discover and play right at home in Rockland, Maine.

Do you love meeting new people? Are you friendly and welcoming? Be the friendly smiling face that people first see when they walk into the museum. Help admit visitors to the museum by overseeing admissions. Other responsibilities may include answering the phone, receiving donations, selling memberships and taking birthday party reservations.



Applications

Requirements

Office Assistant

Expectations

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Additional Information

APPLICATIONS

The Coastal Children's Museum currently accepts applications to participate in our summer Admissions & Greeting program on a continuous basis.

Applicants must be at least 18 years old. By applying to this program, volunteers acknowledge that they are able to meet all of the necessary requirements.

REQUIREMENTS

- Commit to volunteering a minimum of 1.5 hour per week throughout the summer or a total of 20 hours between the months of June and August
- Perform position duties as assigned
- Communicate with guests, other teen and adult volunteers and museum staff
- Work independently and alongside other teen and adult volunteers
- Volunteers in this program have the option in the fall to volunteer year-round. Interested volunteers must commit to at least one shift per month from September - May.

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Additional Information

Office Assistant

(One year in Admissions & Greeting Summer Program)

Greeting guests as they enter the museum is an important part of daily operations! Join us this summer and get involved:

- Meet lots of new people
- Share your organizational skills
- Help keep our office organized and running smoothly

Special Interest Project:
Round out your experience with a special interest project

Get involved in public relations, communications, marketing and social media - all areas that are a vital part of any organization. Create a special marketing strategy and promotional materials then put your strategies into action.

Reap the rewards from participating in the Admissions & Greeting Program!

Most importantly you'll receive the satisfaction of helping and meeting new people. In addition, you will:

- Have fun learning about non - profit organizations, social media, PR, organization and more!
- Build your resumé
- Earn credits for course requirements
- Receive hours for service requirements

Gain an experience that will last a lifetime! Jump in and get involved at The Coastal Children's Museum this summer!

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Additional Information

EXPECTATIONS

- Confirm and secure all necessary means of transportation
- Commit to areas assigned and report to shifts on time
- Attend training sessions
- Notify volunteer coordinator of any absences as soon as possible
- Abide by all rules set forth in volunteer handbook
- Meet basic requirements and abide by safety and behavior policies at all times
- HAVE FUN!

For More Information Or To Sign Up:

Please call our volunteer Coordinator, Jessica McMahon, at 207-596-0300 or email volunteers@coastalchildrensmuseum.org

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The Coastal Children's Museum Volunteer Application

Thank you for your interest in volunteering at the Coastal Children's Museum! Volunteers play a vital role in the success and growth of our museum. We rely on dedicated and dynamic volunteers just like you every day. Please be sure you have completed the application fully before submission, and again thank you for your interest!

We can't wait to meet you!

General information:

Name:_____
Last *First* *Middle*

Address:_____
Street *City* *State* *Zip*

Phone(specify home/cell)_____ Email:_____

Preferred contact method:_____Phone _____Email

Emergency Contact:

Name:_____ Relationship:_____

Address:_____

Home Phone:_____ Cell Phone: _____ Work Phone:_____

References:

Name:_____ Phone:_____ Email:_____

Address:_____

Relationship:_____

Name:_____ Phone:_____ Email:_____

Address:_____

Relationship:_____

Availability:

___:___ to ___:___ Tuesday (July and August)

___:___ to ___:___ Wednesday

___:___ to ___:___ Thursday

___:___ to ___:___ Friday

___:___ to ___:___ Saturday

___:___ to ___:___ Sunday

How did you hear about volunteering at the Coastal Children's Museum? _____

_____

_____

Background:

What experience do you have working with children? _____

_____

_____

What are some strengths or skills you will bring to the Coastal Children's Museum - hobbies, degrees, special interests etc: _____

_____

_____

What interested you in volunteering at the Coastal Children's Museum?_____

_____

_____

Background Questionnaire:

For the protection of our members, we ask you to please respond honestly and to the best of your ability to the following questions.

- Have you ever been discharged or asked to resign from a prior position? ..... **Y/N**
- Have you ever resigned from a prior position after a complaint was received against you or your conduct was under investigation or review?..... **Y/N**
- Have you ever been charged with or investigated for physical abuse or harassment of another person?..... **Y/N**
- Have you ever been convicted of a crime (other than a minor traffic offense)?..... **Y/N**
- Have you ever had a professional license or certificate suspended or revoked in any state or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?..... **Y/N**
- Have you ever entered a plea of guilty of 'no contest" to any crime..... **Y/N**
- Has any curt ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?..... **Y/N**

If you have answered YES to any of the previous questions, provide full details below, including, with respect to court actions, the date, offense in question and the address of the court involved. Attach additional sheets if necessary. *Note: conviction or other disposition of a crime is not necessarily an automatic bar to volunteer service.*

_____

_____

_____

_____

Date of Birth:_____ Drivers License Number:_____

I certify that the information I have provided is true and correct to the best of my knowledge. Please send completed applications to the address below, thank you for volunteering!

_____ _____

signature *date*

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volunteers@coastalchildrensmusuem.org 207-596-0300