

MUSEUM *of* IDAHO

200 N. Eastern Ave., Idaho Falls, ID 83402
208-522-1400 www.museumofidaho.org

Volunteer with the Museum of Idaho

Volunteers are fundamental to the success and operation of the Museum of Idaho. Without our volunteers, we would not be able to provide the valuable educational opportunities to our community.

2015 Exhibit Calendar

With an exciting exhibit calendar scheduled for 2015, we are currently recruiting volunteers for the following exhibits:

- The Real Pirates *January 31 through December 10*
- Old Fashioned Christmas and Winter Festivals *December 11 through January 2*

Volunteer Requirements

A museum volunteer demonstrates a desire to uphold the museum's policies and procedures in accomplishing our mission goals and in supporting the community:

- Completion of an application
- Must be 18 years of age or older
- Time commitment of 3 – 4 hrs a week for a complete exhibit
- Completion of an interview
- Agreement to pass a background check (No prior felony convictions)
- Attend a training session prior to each exhibit
- Attend a customer service session prior to each exhibit

All assignments to volunteer positions can be terminated at any time, by either party, with or without notice and with or without cause. No volunteer assignment is guaranteed for any specific period of time.

To become a volunteer, please fill out the following application and return it to the front desk at the Museum of Idaho. For more information, please contact Susan Van Orden at ext 3009 or volunteers@museumofidaho.org

Volunteer Form

The Museum of Idaho is dependant on our volunteers. It is the support from community minded citizens like you that make the educational and cultural resources at the Museum of Idaho possible.

-Thank you for considering volunteering at the MOI!

Applicants must be at least 18 years of age.

Please Print:

Name: _____

Address: _____

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

Email: _____

Emergency Contact: _____ Phone: _____

Have you ever been convicted of a felony? If yes, please explain. YES NO _____

In an emergency, are you willing and able to assist in the evacuation of your assigned areas? YES NO

Physical Capabilities or Limitations: Do you have any physical limitations (difficulty standing, lifting, hearing, etc.) that might require accommodations while volunteering? If so, please describe briefly. YES NO

Position applying for (circle as many as apply)

Visitor Services Docent Roaming Security Cashier Tour Guide Docent
Education Curatorial Exhibition Community Involvement Distribution

Please circle day(s) and shift(s) available (circle as many as apply)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:45am – 1pm					
12:45pm – 5pm					
4:45pm – 8pm	4:45pm – 8pm				

Other times available and comments:

Please return this form to:

Susan Van Orden
Museum of Idaho, 200 N. Eastern Ave., Idaho Falls, ID 83402
Phone: 208-522-1400 ext. 3009; Fax: 208-524-5060; volunteers@museumofidaho.org

You will be contacted upon receipt for an informal interview.

I, the applicant, certify to the best of my knowledge that all information given by me in this application is true and correct. I understand that any false or misleading statements made by me or consequential omissions of any kind in the application process are sufficient cause for not being accepted as a volunteer or for being dismissed. I authorize the Museum of Idaho to investigate all of the information contained in this application.

Furthermore, I understand the Museum of Idaho uses photography from events, exhibitions, and programs to market the museum. At times I may appear in these photographs and authorize the museum to use these photographs for this purpose.

Signature of Applicant

Date

General Expectations for Volunteers:

Our first priority is to help our guests have a great experience. Volunteers are expected to interact with the public in a professional and friendly manner, bearing in mind the Museum of Idaho (MOI) strives to present all information in an unbiased manner. Therefore it is essential, as a representative of the MOI to present information provided by the MOI and refrain from conveying personal opinions. Group training sessions are scheduled at the beginning of each exhibition with docent exhibit guide notes, as well as additional training throughout the exhibit. Volunteers should be able to give basic directions (i.e., how to find the exit) and to enforce museum rules (i.e., asking guests to silence cell phones, no food, no drinks, no gum, no backpacks. A white shirt and dark pants or skirt, along with a museum provided name tag and vest, are worn by volunteers. Volunteers will provide their own transportation to and from the museum.

Position Descriptions:

Please note that volunteer shifts rotate through the various positions at the museum day to day. This way each volunteer experiences different aspects of the museum and exhibits.

Visitor Service: Visitor service volunteers will be able to direct guests according to the correct flow of the exhibit as well as to the restrooms. Visitor service volunteers will be assigned an area of the museum to watch for safety of visitors and museum property. They will call the Manager on Duty if any problem arises.

Docent: While on duty, a docent engages visitors while watching an assigned area of the museum for safety of visitors and museum property. Additional training sessions will be required in order to understand each exhibit in depth. Docents staff the museum's permanent exhibits, traveling exhibits, as well as the Children's Discovery Room. A docent is required to interact with the public in a friendly, respectful manner. Docents should be able to work alone as well as with others.

Roaming Security: The Museum of Idaho roaming security travels throughout the museum to secure the building and must be able to walk stairs during their shift. Roaming security volunteers check all areas of the building and also check on the docents. At the end of the day, roaming security lets the museum patrons know that the building is closing and again, checks all areas of the museum before lock down. Security is required to interact with the public in a friendly, respectful manner as well as communicate to the Manager of Duty when a problem arises.

Tour Guide Docent: A tour guide docent will give guided tours through the entire museum to scheduled groups. Additional training sessions will be required on how to give tours as well as understanding each exhibit in depth. You will be called in on days that aren't your regular shift according to the scheduled tours.

Cashier: Not only do cashiers handle ticket and/or store sales, they also act as the first representatives our visitors encounter. Cashiers have a basic understanding of the museum and its exhibits. Cashiers are able to stand for long periods of time and have strong communication skills. They answer the main phone and help out doing occasional odd jobs (i.e., help tidy the store or counting tickets).

Education: An Education volunteer helps develop programs for ages 2 and up, provides support during children's programs, staffs the Children's Discovery Room, writes curriculum and prepares materials for school groups, and staffs the office while museum Education staff is away performing programs.

Collection Inventory: You will be caring for and preserving the past. The volunteer will work with the curator to identify and catalog objects in our collection and work to update our inventory database. You must be prepared to attend a handling workshop to learn proper care and handling of the artifacts and specimens within the museum as well as how to inventory museum collections.

Distribution: You will deliver rack cards and posters to schools and businesses throughout the region using personal vehicles (reimbursement for gas provided). You will need to track and return a report of deliveries, have the ability to build a relationship with the public and have a positive attitude while promoting the current exhibit and making connections for future considerations.

Community Involvement: Volunteer will need a positive attitude, willingness to interact with the public and an ability to build public relations while promoting the museum and its programs at events. Event staffing will include assisting with the setup, takedown and management of events (example of public events includes Barnes and Noble book fairs etc.).

Exhibition: Volunteer will help with the loading in & out of an exhibit. Knowledge of basic construction tools is required. Must be able to lift heavy objects and be on your feet all day.