

## Guidelines and Procedures

**Arrival:** Plan to arrive five minutes before your scheduled time and come to the Volunteer Station located in the back office.

- Stamp your parking ticket with red parking stamp.
- Place your personal belongings in the cabinet beneath the Volunteer Station (this includes cell phones, pagers, blackberrys, etc.).
- Enter your hours on your time sheet in the notebook.
- Get your nametag and apron.
- Read the weekly announcements.

### **If you cannot come on scheduled day:**

Please let us know as far in advance as possible by completing a "Change of Schedule" form. You may also e-mail schedule changes to [vol@vadm.org](mailto:vol@vadm.org) or call 434- 977-1025.

### **Appropriate clothing:**

**Comfortable and Practical** – You may be sitting on the floor with children or working with craft projects.  
**Neat and Clean** – No holes, revealing clothing, or suggestive language. You do represent the Museum.

### **Daily Requirements:**

- Encourage visitors to use the exhibits and enjoy the Museum.
- Interact with children and adults.
- Help the museum staff maintain a safe and attractive environment.
- Tidy up after the children by returning items to their appropriate places.
- Assist with various programs, special events, craft projects, etc.

### **Problems with visitors:**

**Contact a staff member immediately.** Please always feel free to speak with the Volunteer Coordinator or other staff members about any questions or concerns you may have. We want volunteering to be a rewarding experience for you.

### **Important safety information:**

**Hurt or sick child** – Please report any accidents or injuries to a staff member immediately. First aid kits are located in the Front Desk and in the Gallery Office, and ice packs are located in the freezer.

**Fire** – Fire extinguishers are located in the kitchen, studio, front entrance, and back gallery. If there is an evacuation, volunteers must leave the building, but may be asked to help outside directing people to reconvene at the post office or preventing persons from entering the building.

### **Snow Days:**

The museum encourages safety first, so if the roads are treacherous, do not drive. If you are not sure if the Museum is open, call to check after 9:00 a.m.

### **Guests:**

Quick tours for friends are fine – free and encouraged. For "real visits" – use the passes you earn. Also, please refrain from bringing your own children or kids that you baby-sit during your volunteer time. We want you to be available to all the visitors.

### Benefits of Volunteering

- Free Parking
- Free Admission Passes
- Valuable Job Experience
- Meeting New People
- Having Fun
- Contributing to the Community

**If you have any questions, please contact:**

**Lindsay Jones, Volunteer Coordinator**  
[vol@vadm.org](mailto:vol@vadm.org) | (434) 977-1025, ext. 102



**Interact with Children in  
an Imaginative and  
Creative Environment!**



**Come be a Volunteer at  
the Virginia Discovery  
Museum!**

# ★ Everything You Never Knew... ★ about the ★ Virginia Discovery Museum! ★

## We Are Popular:

The Museum touches an amazing number of people: more than 51,000 visitors come to the Museum each year from across the United States and the globe.

## We Help Those in Need:

The Museum works closely with several community organizations to provide services for our neediest children. We offer free admission to groups such as:

- Arc of Piedmont
- Big Siblings (Madison House)
- Boys and Girls Club
- Bright Stars
- Charlottesville Preschool Program
- CYFS (Children, Youth, and Family Services)
- CYFS (Compass Youth and Family Services)
- CHIP Family
- Community Attention Foster Families (CAFF)
- Family Preservation Services
- Head Start
- Infant Toddler
- International Women's Group
- Medicaid
- People Places
- Region X
- Ronald McDonald House
- UVA Children's Hospital

## We Enrich the Community:

We provide new exhibits throughout the year, offer daily programs at the Museum, and host outreach programs at the schools. We organize special events such as Kid\*vention and the Discovery Dash.

## Volunteers Make Our World Go 'Round:

Over 200 volunteers plus volunteer groups, ranging in age from 15 to 85, contribute over 3,000 hours to the Museum each year, working directly with visitors. Their time and energy help to keep our costs lower and to make the VDM a huge success!

## Volunteer Positions

We welcome any and all skills you have to offer. If you have any creative ideas or skills, please tell us!



### Front Desk Volunteer (over 18)

- Greet visitors (you are the first person they interact with).
- Collect admission fees, sign up new members, collect program fees.
- Provide information about the museum.
- Answer the telephone and direct calls to museum staff.



### Gallery Volunteer (over 15)

- Encourage museum visitors to use the exhibits and enjoy the museum.
- Interact with children and adults.
- Help museum staff maintain a safe and attractive environment, e.g. look for potentially unsafe conditions and return objects to their proper places.
- Assist with various programs, classes and special events at the museum and in the community.



### Event Volunteer (Several a year)

- Organize, set-up, and break-down events.
- Monitor activities and interact with the children and their families.
- Work at registration tables collecting admissions, providing information about events and memberships.
- Help the staff maintain a safe and fun environment.



### Maintenance / Repair Volunteer

- Use of special skills such as carpentry, electrical, and engineering.
- Maintain current installations.
- Help with construction of new exhibits.



## Exhibit Volunteer

- Install, break-down, and maintain exhibits.
- Ability to use special skills such as construction, sewing, painting, drawing, graphic design, etc.
- Work on special projects as assigned by the Exhibits Coordinator.

## Volunteer Application

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Check One:  Student, School \_\_\_\_\_

Employed, Employer \_\_\_\_\_

Retired

Other, Profession \_\_\_\_\_

Employment Experience \_\_\_\_\_

Volunteer Experience \_\_\_\_\_

Interests, Hobbies \_\_\_\_\_

Why are you interested in Volunteering at the Museum? \_\_\_\_\_

Reference (adult not related to you): (Name, Phone) \_\_\_\_\_

Have you ever been convicted of or pled guilty to any criminal offense other than a minor traffic violation?

Yes  No

If Yes, please explain: \_\_\_\_\_

**By signing this release, you are authorizing the Virginia Discovery Museum to proceed with a full criminal background check. All information will be kept confidential.**

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_