

Volunteer Position Description

Name of Organization/Program:

Children's Discovery Museum

Mission/Overview:

The mission of the Children's Discovery Museum of Central Maine is to ignite curiosity and celebrate learning through play.

Volunteer Position Title:

Museum Volunteer

Volunteer Role Description:

Our volunteers assist with a range of needs at the museum, including prepping for programs and events, running programs and story times, and assisting at events. We also have utilized our volunteers for marketing help, cleaning, and website support.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete ☒ Ongoing at Flexible Times ☒ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):*

We appreciate when Colby students have a set day/time each week when they are able to come. This helps with ensuring we have something prepped and ready for their time with us. Additionally, we present opportunities to help with one-time events/ programs.

Number of Volunteer Positions Available: unlimited

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Communicate with us about your availability
- Come to the museum when you have committed to coming
- Behave professionally and be appropriately dressed when at the museum

Desired Qualifications/Skills:

- Friendly and outgoing- willing to talk with kids and their parents
- Creative and/or willing to try new skills
- Attention to detail is encouraged

Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Emily Bessey

Assistant Director

Email:

Telephone:

emily@childrensdiscoverymuseum.org

512-914-2092

Preferred Communication Method of Volunteer Supervisor:

X ☐ Email ☐ Telephone X ☐ No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools:

- Familiarity with Sheets or Square is a bonus, but not necessary
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Does this volunteer position involve interaction with minors or other vulnerable populations?

X ☐ Yes ☐ No

If yes, please provide further details:

Some of our opportunities involve interaction with children, but the volunteer would never be alone with children

Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

X ☐ Yes ☐ No

If yes, please provide further details:

We provide a volunteer training and info session with our volunteers.

Additional Information: