

Volunteer Application.



****Please attach a current resume to your application.***

DATE OF APPLICATION: _____

DATE OF BIRTH (optional): _____

If you are under 18, please ask for a junior volunteer application.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: () _____ CELL PHONE: () _____

E-MAIL: _____

WHAT IS THE BEST WAY TO REACH YOU? _____

HOW DID YOU FIND OUT ABOUT THIS OPPORTUNITY? _____

Please attach a photocopy of a valid Driver's License or other state-issued identification to your application.

Please indicate the times that you are available to volunteer.

Day	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

what kind of volunteer are you?

Name	Level of interest 1-5 (1=low, 5=high)	Description
Music Volunteer		Do you play an instrument? Share your musical talents here at the museum! Lead sing-alongs, play music at summer camp and theatre productions.
Photography Volunteer		Document special events, daily happenings, and public programs by photographing them! We use photos on our blog and Facebook pages, and always need new and updated images of what's going on. If you have your own camera or are proficient in Photoshop, that's definitely a plus.
Graphic Design / Layout Volunteer		If you have experience with InDesign or other layout programs as well as a graphics background, we could definitely use your help with monthly calendars, brochures, and flyers to advertise our many ongoing events!
Marketing Volunteer		Help with our Marketing efforts: plug our events on Facebook, write for our blog, hang flyers around town and, if you've got Marketing experience, contribute to larger PR projects.
Education: Creative Cat Volunteer		You like art, imagination, and creative play! Begin with activities like Face Painting, Make & Takes, and Imagination Station. Move on to helping with Big Messy Art and coming up with artistic projects of your own.
Education: Theatre Volunteer		Start with programs like Story Time and Stage Stories, as well as floor walks. Move on to helping with our theatre workshops, rehearsals, and performances.
Education: Science &		Begin by learning programs like Tide Pool Touch Tank, Star Show, and Camera Obscura. Move on to learn our

Nature Volunteer		educational kits like Winter Adaptations, Dinosaurs, and Rock Riddles.
Education: Stay & Play Volunteer		Start with floor walks and facilitating museum play. Eventually learn programs like Play-Doh, No Ends Blocks, Music Kit, and Bowling.
Behind-the-Scenes Volunteer		Help us with our endless amounts of prep work that goes into our wonderful arts, crafts, and cultural activities. This involves lots of cutting, taping, gluing, and stuffing!
Visitor Services Volunteer		Spend time on the Museum floor, answering visitors' questions, helping at the front desk, and answering phone calls.
Development Volunteer		Our fundraising department always needs help with our annual auction, as well as other office work.
Operations/ Exhibits Volunteer		We have to make sure everything runs properly! Help with general museum maintenance, including cleaning, fixing, and building exhibits.
Eco-Volunteer		Help us help the environment! Collect and return recyclables, find cool natural objects to use in nature programs and craft projects, and contribute ideas you have to make us a more sustainable organization.
Green Thumb Volunteer		Help us create and maintain simple gardens throughout the museum: work on window boxes, raised beds, and other plants both indoors and in the backyard.
Administrative Volunteer		It takes a lot of people to run this place. Help gather information and materials for projects, meetings, and mailings.
Stay-at-home Volunteer		If you'd like to help in your PJ's, you can help by using the internet to conduct research about various Children's Museums, sources of useful information, and relevant articles.

EMPLOYMENT HISTORY

Please provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

Please also attach a current resume to your application.

From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	

EDUCATION

Name and Location	Years Completed	Course of Study
High School		
College		
Other		

SKILLS AND INTERESTS

Do you have any experience working with children? If so, please describe.

Please tell us about your hobbies, skills or special interests.

Why are you interested in volunteering at Children's Museum & Theatre of Maine? What kind of volunteer work would you like to do with us?

How did you hear about our volunteer program?

REFERENCES

Please list two people **not related to you** who can provide a professional reference. If possible, please include a current or former employer or someone for whom you have volunteered.

Name	Relationship	Telephone
(1)		
(2)		

BACKGROUND QUESTIONNAIRE (Circle One)

Have you ever been discharged or asked to resign from a prior position?..... Yes No

Have you ever resigned from a prior position after a complaint was received against you or your conduct was under investigation or review?..... Yes No

Have you ever been charged with or investigated for sexual or physical abuse or harassment of another person? Yes No

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes No

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)?..... Yes No

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? Yes No

Has any court 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)? Yes No

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.

VOLUNTEER STATEMENT

I understand that any misrepresentation or material omission made by me on this application will be grounds for cancellation of this application or refusal of my volunteer service, regardless of when discovered. I acknowledge that I offer my services as a volunteer and have no expectation of payment, monetary or otherwise, for those services.

I also understand that I am free to resign at any time, with or without cause and without prior notice, and Children’s Museum & Theatre reserves the same right to terminate my service at any time, with or without cause and without prior notice. This application does not constitute an agreement or contract for any specified period or definite duration. I understand that no representative of Children’s Museum & Theatre has the authority to make any assurances to the contrary.

I understand that my volunteer service is conditioned upon a successful criminal records check.

This application is current for only 60 days. If I wish to be considered for a volunteer position after this time it will be necessary to fill out a new application.

CONSENT AND WAIVER

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks and reference checks. I further authorize those persons, agencies or entities that Children's Museum & Theatre of Maine contacts in connection with my volunteer application to fully provide Children's Museum & Theatre of Maine any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against Children's Museum & Theatre of Maine, its agents and officials, or against any provider of such information.

I represent and warrant that I have read and fully understand the foregoing and seek to volunteer under these conditions.

Signature

Date

Did you remember to include a photocopy of a valid Driver's License or state-issued identification *and* a current resume?

Please return your completed application to:

Children's Museum & Theatre of Maine
Community Engagement Coordinator
PO Box 4041
Portland, Maine 04101
FAX: 207-828-5726
volunteer@kitetails.org

For more information please contact the Community Engagement Coordinator at 828-1234 ext. 241.

CHILDREN'S MUSEUM & THEATRE OF MAINE DOES NOT DISCRIMINATE AND COMPLIES WITH ALL APPLICABLE DISCRIMINATION LAWS.



In order to serve the best interest of visitors, Children's Museum & Theatre of Maine conducts a criminal background check on all staff, interns and volunteers age 18 and over. Conviction or other disposition of a crime is not necessarily an automatic bar to volunteer service.

Please PRINT the following information in ink:

Name (please provide full names, not initials):

First: _____ **Middle:** _____ **Last:** _____

Maiden, if applicable: _____ **Any other name(s) used:** _____

Date of Birth: _____ **Social Security Number:** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Consent:

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks and reference checks.

Signature

Date

Thank you for your interest in volunteering at Children's Museum & Theatre of Maine.
We appreciate your time!