Florida Museum of Natural History
Junior Volunteer Application
Summer 2017

Please read and follow the application directions carefully.
INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR THE PROGRAM!
It is the applicant’s responsibility to ensure all requested information has been provided and the application
has been submitted by the deadline (see application instructions).
THIS PAGE SHOULD BE COMPLETED BY THE APPLICANT.

Check one: Returning participant_____ New applicant_____ Check one: Female_____ Male_____

Name: ______________________________________ Circle T-shirt size: YM  YL  AS  AM  AL  AXL
(First)    (Last)
Birth Date: ___/___/____  Grade you will enter in the fall: _____  School:_____________________________
Home Mailing Address (include ZIP code):
_________________________________________________________  _____________________________________________________________

Preferred email address (print carefully): ____________________________________________________________

NOTE: This email address will be used for most correspondence! Please supply an accurate email address
that is checked frequently by the parent or the participant.

If the participant will drive him/herself to the Museum, provide the vehicle tag #: ___________________________
We must have a vehicle tag number to order a volunteer parking permit.

Have you ever been convicted of a crime? Yes:_____ No:_____
If yes, please explain: ____________________________________________________________

All the statements made in this application are true to the best of my knowledge.

APPLICANT SIGNATURE: ___________________________________________

If you have never served as a Junior Volunteer at the Florida Museum, answer these questions:

1. Please list and describe any experiences you have had working with children and/or volunteer service. If you
   have worked with children what were their ages? What size groups have you worked with? What were your
   responsibilities?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. Describe any personality traits, abilities or talents that would benefit staff and visitors to the Museum:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

3. How did you hear about the Florida Museum Junior Volunteer Program?
   ____________________________________________________________________________
Applicant’s Name

PARENT PAGE – TO BE COMPLETED BY PARENT OR GUARDIAN (Please Type or Print)

Name of Parent/Guardian 1:

Phone: Home (___) ___________________ Work: (___) ___________________ Cell: (___) ___________________

Name of Parent/Guardian 2:

Phone: Home (___) ___________________ Work: (___) ___________________ Cell: (___) ___________________

Family Physician (Name/Office): ______________________________________________________ Phone: (___) ___________________

Does your child have any allergies or physical restrictions/limitations that require special accommodations?

Yes: ____ No: ____ If yes, please explain: ____________________________________________________________

CALL THIS NUMBER FIRST IN EMERGENCY: (___) ___________________ ASK FOR: ________________________

SECONDARY EMERGENCY CONTACT: (___) ___________________ ASK FOR: ________________________

Parent or guardian: Please read the following information carefully and sign at the end.

In the event of an illness or injury that occurs during volunteer service to the University of Florida I authorize the following for _____________________________________________________ born _____/_____/______:

Child’s name: First Middle Last MM DD YYYY

• provision of medical or hospital care deemed necessary.
• permission to the treating physician or other health care providers to employ diagnostic procedures and medical treatment as deemed necessary.
• all medical care units to release medical record information to the University of Florida’s workers’ compensation health care provider and Nationwide insurance carrier in order to process claims.
• I understand that I am financially responsible for charges not covered by the University of Florida or insurance and hereby guarantee full payment to the physicians or health care units.

By signing this application, I, individually and on behalf of the above-named Child _______________________, my son or daughter who is not (18) years of age agree that: 1) I have carefully read the list of activities and requirements for the Museum volunteer program; 2) I certify that my Child does not have any mental, physical or other condition or disability that would create a hazard for my Child or other participants and I am aware that the volunteer position(s) that my Child is applying for and associated activities may involve the risk of personal injury or death; 3) I voluntarily accept all risk of personal injury or death arising from my Child's participating in the Museum volunteer program; and 4) I agree that I or my Child, our respective dependents, heirs, executors and assigns do release and hold harmless the Florida Museum of Natural History, the University of Florida Board of Trustees, the Florida Board of Governors, and the State of Florida, and each of their officers, directors, employees, representatives, agents, and volunteers (collectively, the “Releasees”), from any and all liability, however caused, for any and all claims or causes of action that I, my estate, heirs, executors, or assigns may have for any damage, loss, illness, personal injury, death, or property damage arising out of or pertaining to my Child's participation as a Museum volunteer, whether caused by the negligence of Releasees, or otherwise.

As the parent/guardian of the above-named person, I grant my permission for him/her to participate as an unpaid volunteer for the University of Florida at the Florida Museum of Natural History. I further authorize the Museum to photograph and/or videotape my child for promotional purposes.

Signature: _______________________________ Relationship to Child: __________________ Date: ___________
POSITION PREFERENCES

Five positions are available to new applicants; six are available to returning participants. After reading the position descriptions on the back of this page, indicate your preferences below.

I. Choose three positions from the appropriate column.
   Number by your preference (1= first choice, 2= second choice, 3= third choice)

New Applicants Only (choose 3)
___ Camp Teacher Assistant
___ Discovery Room Assistant
___ Exhibit Docent
___ Discovery Cart Attendant
___ Butterfly Collections Assistant*
___ Discovery Zone Grand Opening Assistant

Returning Participants Only (choose 3)
___ Camp Teacher Assistant
___ Discovery Room Assistant
___ Exhibit Docent
___ Discovery Cart Attendant
___ Butterfly Collections Assistant*
___ Field Camp Assistant (All Day 6/26-30)
___ Discovery Zone Grand Opening Assistant

SCHEDULE PREFERENCES

The required time commitment for all Junior Volunteers is two consecutive weeks. You are more likely to be scheduled if you provide the Volunteer Program with more than one option. Please only select weeks when you are available the entire week. For example, do not select a week when you have a tournament/band camp/family event that makes you unavailable for your Friday commitment. Acceptance and/or scheduling of sibling pairs together is NOT guaranteed.

II. Review the dates below. Choose weeks you will commit to volunteering at the Museum this summer, at least two must be consecutive. This information will be used to create your schedule if you are accepted into the program. Position availability is generally greater in July and August. Highly qualified candidates have been turned down because the only availability they provided were during the peak weeks.

   ____ June 12-16
   ____ June 19-23
   ____ June 26-30
   ____ July 10-14
   ____ July 17-21
   ____ July 24-28
   ____ July 31-Aug. 4

Note: If you indicate fewer than two consecutive weeks of availability, your application will not be considered. Participants choosing three weeks may choose one non-consecutive week if desired. Since we are not scheduling volunteers July 3-7, the weeks of June 26–30 and July 10-14 will be considered consecutive.

➢ If you have a strong preference for A.M./P.M., check one: A.M.: ____ P.M.:_____
➢ *BUTTERFLY COLLECTIONS ASSISTANT is currently only available for A.M. shifts.
Florida Museum of Natural History
Junior Volunteer Program Position Descriptions
Descriptions Summer 2016

• Camp Teacher Assistant - Camp aides will work with the same group of children and teacher for five days and assist students with crafts and games indoors and outside, help the teacher with activities, move groups around the Museum safely and clean up. You must be good at following directions and enjoy working with elementary-aged children. A mature attitude is important. Former teacher’s aides, camp counselors/assistants and church children’s program aides are especially good at this job. Shift times: 8:15-12:15 OR 12:45-4:45 (Mon-Fri)

• Discovery Room/Discovery Zone Assistant - Assist staff and visitors in a large exhibit room designed for children ages 0-8 and their families. You must be friendly, outgoing and willing to approach/engage/assist visitors. You will help clean up after activities and must be self-motivated within the exhibit. You should enjoy interacting with young children, so babysitting or children’s program experience is helpful. The Discovery Zone will open July 17. Participants who choose this option will be assigned to the Discovery Room through Shift times: 9:45-1:15 OR 1-4:45 (Mon-Fri)

• Discovery Zone Grand Opening Assistant - The Discovery Zone will open July 17. The first week it is open (July 17-21) we will have educational, engaging activities in the Denny Gallery to help with crowd management of this new exhibit. Grand Opening Assistants will interact with young Museum visitors and help them with activities. For this position you must be friendly and like working with children. Shift times: 9:45-1:15 OR 1-4:45 (Mon-Fri)

• Exhibit Docents - You will be stationed throughout all of the Museum exhibits including Frogs! A Chorus of Colors and will be expected to read materials about the exhibit and the panels and explain or demonstrate components to visitors. You’ll share information and point out the interactive areas and interesting facts. You’ll also provide general Museum information as needed. You must be friendly, approachable, enjoy learning and sharing and comfortable talking to visitors of all ages. Shift times: 9:45-1:15 OR 1-4:45 (Mon-Fri)

• Discovery Carts - Oversee a cart that contains items visitors can touch. You’ll read the notebook associated with the cart and learn about the items so you can share them with visitors. There are carts to accompany all exhibit galleries. You must be friendly, approachable and enjoy learning and sharing. You may be stationed by yourself, so you must be able to work alone. This is a great position for former library aides, science fair participants, future teachers and outgoing individuals. Shift times: 9:45-1:15 OR 1-4:45 (Mon-Fri)

• Butterfly Collections Assistant - This research and collections position in the McGuire Center for Lepidoptera and Biodiversity is a great opportunity for budding scientists and researchers. You’ll label Lepidoptera (butterfly/moth) specimens and provide general assistance to curators. If you prefer scientific/lab work to working with the public, this might be the position for you. Tasks and responsibilities will be increased as you become more proficient. All new applicants will undergo a dexterity evaluation the day of their interview. Shift time: 9:45-1:15 (Mon-Fri)

• Field Camp Assistant - You will help teachers and campers on outside off-site (away from the Museum) field trips. This is a popular, all-day position for one full week. The number of positions is extremely limited and only available to returning JVs. You must be good at following directions and enjoy working with elementary-aged children. A mature attitude is important. Former teacher’s aides, camp counselors/assistants and church children’s program aides are especially good at this job. Shift times: 8:15-4:45 (Mon-Fri)
APPLICATION INSTRUCTIONS AND PROGRAM REQUIREMENTS

Please read and follow these instructions carefully. INCOMPLETE/LATE APPLICATIONS WILL NOT BE CONSIDERED FOR THE PROGRAM! It is the applicant’s responsibility to ensure all information has been provided and the application is submitted by the deadline.

PROGRAM REQUIREMENTS:
Please consider your ability to meet these requirements before submitting an application:

1. Applicants must be 12 years or older by June 4, 2017, and have completed the 6th grade prior to beginning service.
2. All new applicants must interview in person April 8. Depending on the number of new applicants, interviews could continue into the following week.
3. All positions are half-day with the exception of Field Camps. Transportation for mid-day drop-off/pickup is required, as participants may not stay at the Museum all day.
4. All participants (new & returning) must commit to a minimum of two consecutive weeks.
5. You will be expected to serve the complete sessions to which you commit. Absences may affect future participation in the program.
6. All applicants accepted into the Junior Volunteer Program must pay a program fee ($25 Museum members/$30 non-members) before the orientation on June 4. Scholarships are available. Please contact Amy Hester for scholarship information, 352-273-2055.
7. All Junior Volunteers must attend a mandatory orientation June 4 from 1 to 4:45 p.m. Returning JVs will only be required to attend from 2:15 to 4:45 p.m.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION:

1. Tear off and keep this page for your records.
2. Completed application pages 1, 2 and 3 must be postmarked or hand-delivered to the Museum reception desk at Powell Hall (3215 Hull Road, Gainesville, FL 32611) on or before Friday, March 24, 2017, at 5 p.m. Late applications will not be considered for the program.
3. Mail to:
   Amy D. Hester, Volunteer Coordinator
   Florida Museum of Natural History
   PO Box 112710
   Gainesville, FL 32611-2710

NOTIFICATION PROCESS:

✓ You will receive email confirmation of receipt of this application and an interview appointment no later than April 1. All communication will be by email unless otherwise noted. It is your responsibility to contact us if you have not received an interview appointment by March 31.
✓ You will be notified by U.S. Postal Service mail between May 2-6 regarding your acceptance status. If accepted into the program, you’ll also receive your summer placement and schedule. Schedules will not be available prior to May 1.
✓ If you are accepted into the Junior Volunteer Program, you will be expected to pay a program fee ($25 Museum members/$30 non-members) before June 4 to cover program costs. Directions for payment will be included in the acceptance letter. Scholarships are available. Please contact Amy Hester for scholarship information, 352-273-2055.

** IMPORTANT DATES ARE LISTED ON THE BACK OF THIS PAGE**
Important Dates:

- February 27 – Applications Available
- March 24 – Application Deadline; Postmarked or hand-delivered before 5 p.m.
- April 8 – Interviews for New Applicants
- May 1-5 – Acceptance Letters and Placement/Schedules Mailed
- June 4 – Mandatory Orientation, 1-4:45 p.m. (Final training schedule to be sent with acceptance letters); **PROGRAM FEES DUE BEFORE TRAINING**
- August 4 – Party/Awards, 5:30-7:30 p.m.

For more information: ahester@flmnh.ufl.edu (preferred) or 352-273-2055