



SPRINGFIELD MUSEUMS™

ART • HISTORY • SCIENCE • SEUSS IN SPRINGFIELD

Volunteer/Intern Application

Thank you for your interest in volunteering at the Springfield Museums! You can email the completed form to lsutter@springfieldmuseums.org or mail a hard copy to:

Laura Sutter
Springfield Museums
21 Edwards Street
Springfield, MA 01103

Name: _____	Date: _____
Address: _____	
City: _____	Zip Code: _____
Day Phone: _____	Evening Phone: _____
Email Address: _____	
Emergency Contact _____	Phone Number _____

Please indicate which you'd prefer:

Volunteer Position Internship

What days are you available? Please check all that apply.

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays
- Saturdays
- Sundays

Please tell us about your work or volunteer experience:

In what areas do you have special interests or training?

NOTICE: If accepted, candidates will be asked to submit to a CORI (background) check. Volunteers/Interns will be accepted on an as needed basis.

See reverse side for volunteer opportunities.

✓ Check the opportunities below that you are most interested in.

<p>___ Family Engagement Intern/Volunteer: Assist with the day-to-day operations of the Art Discovery Center, help develop and prepare hands-on educational activities for families, and volunteer at family programs.</p> <p>Summer interns must commit to working 1 event per week, plus 3-4 special events. Fall interns must commit to work 2 days per week.</p>	<p>___ Amazing World of Dr. Seuss Museum Intern/Volunteer: Facilitate and maintain literacy-based activities within the Cat's Corner, prepare project materials, assist with maintaining gallery activities, and engage with visitors.</p> <p>Interns must commit to working at least one 4 hour shift per week and special events as needed.</p>
<p>___ Museum School Volunteer: Assist instructors with children's hands-on activities and other duties as assigned.</p> <p>Opportunities are available on both weekdays and weekends.</p>	<p>___ Family Science Adventures Volunteer: Assist staff by introducing families to roving interactive science activities.</p> <p>Opportunities are available in October-July on Saturdays and Sundays and in July-August on Fridays. All shifts are 11:00-2:00pm.</p>
<p>___ School Programs Volunteer: Lead tours in art, history, or science for field trips, assist in greeting schools, help develop education programs, and assist with administrative duties as needed.</p> <p>Opportunities are available from January-June on weekdays from 9:00-2:00pm.</p>	<p>___ Aquarium Assistant: Duties may include the care of live animal exhibits and assisting with maintenance of aquarium equipment. This position is supervised.</p> <p>Opportunities are available on weekdays.</p>
<p>___ Museum Store: Duties may include: greeting and assisting customers; receiving, ticketing, and replenishing merchandise; and assisting with tidying up the store, such as returning merchandise to its designated space.</p> <p>Opportunities are available on Sundays from 11:00-5:00pm, as well as on Mondays (August-September) and Tuesdays-Saturdays from 10:00-5:00pm.</p>	<p>___ Facilities Management Volunteer: Duties may include: outdoor grounds maintenance, inside building maintenance, delivering packages to appropriate buildings, and other duties as assigned. This position is supervised.</p> <p>Opportunities are available on weekdays.</p>
<p>___ Science Museum Collections Management Volunteer: Assist in cataloguing, filing, data management, and care of museum's collections. This position is supervised.</p> <p>Opportunities are available on weekdays.</p>	<p>___ History Museum Assistant: Duties may include: cataloguing, filing, data management, care of museum's collections, research as assigned, inventory of archival collections, scanning, and library and archives collection care. This position is supervised.</p> <p>Opportunities are available on weekdays.</p>
<p>___ Human Resources & Development/Office Support: Assist with various HR/payroll, special events, and membership functions. Assist with mailings, data entry, and filing. Knowledge of Word and Excel is helpful.</p> <p>Opportunities are available on weekdays, evenings, and/or weekends.</p>	

VOLUNTEER AGREEMENT

I understand that a Criminal Offender Record (CORI) check will be done on anyone who seeks volunteer opportunities with the Springfield Museums Association. Furthermore I understand and acknowledge that any assignment of volunteer work is conditional on my CORI check and the offer may be rescinded or I may be dismissed if the Springfield Museums Association determines that the result of its review of my criminal record is unsuitable.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and understand that, in the event I am subsequently volunteer at the Springfield Museums Association, any misstatement of fact made by me in this application or the selection process shall be cause for dismissal regardless as to when or under what circumstances discovered.

I acknowledge and understand that volunteering at the Springfield Museums Association will be conditional until I pass a reference and/or security check.

I acknowledge and understand that as a volunteer, I will be required to abide by all rules and regulations of the Springfield Museums Association.

My signature represents that I have read and fully understand the foregoing and seek volunteer opportunities under these conditions.

Signature: _____ Date: _____