



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 copy to:

Laura Sutter
Springfield Museums
21 Edwards Street
Springfield, MA 01103

Name: _____	Date: _____
Address: _____	City/State/Zip: _____
Phone: _____	Email: _____
Emergency Contact: _____	Phone: _____

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:

What areas do you have special interest or training?

Please check all opportunities you are interested in.

<p align="center">___ Family Engagement Intern/Volunteer</p> <p>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 align="center">___ Amazing World of Dr. Seuss Museum Intern/Volunteer</p> <p>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 align="center">___ Spark!Lab Intern/Volunteer</p> <p>Volunteers work with museum visitors as they participate in several hands-on activities designed to foster creativity, innovation, and invention.</p> <p>Interns must commit to working at least one 4 hour shift per week and special events as needed</p>	<p align="center">___ Museum School Volunteer</p> <p>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 align="center">___ Aquarium Assistant</p> <p>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 align="center">___ Museum Store</p> <p>Duties may include: greeting and assisting customers; receiving, ticketing, and replenishing merchandise; and assisting with tidying up the store.</p> <p>Opportunities are available on Sundays from 11:00-5:00 as well as on Mondays (August-September) and Tuesdays-Saturdays from 10:00-5:00pm.</p>
<p align="center">___ Facilities Management Volunteer</p> <p>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 align="center">___ Science Museum Volunteer/Intern</p> <p>Assist with cleaning and maintenance of displays, and troubleshooting interactive exhibits. Provide help with set up and break down of temporary exhibits. Other duties of a general nature.</p> <p>Opportunities are available on weekdays.</p>
<p align="center">___ History Museum Assistant</p> <p>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 align="center">___ Astronomy Intern</p> <p>Assist staff with growth and development plans within the Astronomy department. Assist with general operations as needed.</p> <p>Opportunities are available in the summer and must commit to working two four-hour shifts per week.</p>

Volunteer Agreement

I understand that a Criminal Record (CORI) check will be done on anyone who seeks volunteer opportunities with the Springfield Museums. 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 determines that the results of its review of my criminal record are 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 volunteering at the Springfield Museums, 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 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.

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

Signature: _____ Date: _____