

**Florida Museum of Natural History  
Junior Volunteer Application  
Summer 2013**

**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).**

Check one: Returning volunteer \_\_\_\_\_ New applicant \_\_\_\_\_ Check one: Female \_\_\_\_\_ Male \_\_\_\_\_

Name: \_\_\_\_\_ Circle Adult T-shirt size: S M L XL  
(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 volunteer.**

If the volunteer 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: \_\_\_\_\_

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**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 experience. 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 FILLED OUT 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 **M D Y**

- 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; nine are available to returning volunteers. 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

**Returning Volunteers Only** (choose 3)

- \_\_\_\_\_ Camp Teacher Assistant
- \_\_\_\_\_ Discovery Room Assistant
- \_\_\_\_\_ Exhibit Docent
- \_\_\_\_\_ Discovery Cart Attendant
- \_\_\_\_\_ Butterfly Collections Assistant
- \_\_\_\_\_ Field Camp Assistant (ALL DAY;  
6/24-28; 7/22-26)
- \_\_\_\_\_ Floater
- \_\_\_\_\_ Butterfly Rainforest Assistant
- \_\_\_\_\_ Plant Sales Assistant

**SCHEDULE PREFERENCES**

The minimum time commitment for all Junior Volunteers is two consecutive weeks. However, **preference will be given to applicants who commit to three weeks.** Acceptance and/or scheduling of sibling pairs together is NOT guaranteed.

- II. Review the dates below. Choose 2 to 3 weeks you will commit to volunteering at the Museum this summer. 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.*

- \_\_\_\_\_ June 10- June 14
- \_\_\_\_\_ June 17- June 21
- \_\_\_\_\_ June 24- June 28
  
- \_\_\_\_\_ July 08- July 12
- \_\_\_\_\_ July 15- July 19
- \_\_\_\_\_ July 22- July 26
- \_\_\_\_\_ July 29- August 02
- \_\_\_\_\_ August 05- August 09

**Note: If you indicate less than 2 consecutive weeks availability, your application will not be considered. Volunteers choosing 3 weeks may choose one non-consecutive week if desired.**

- If you have a strong preference for AM/PM, check one: A.M.: \_\_\_\_\_ P.M.: \_\_\_\_\_

## Junior Volunteer (JV) Program Position Descriptions – Florida Museum of Natural History; Summer 2013

- Camp Teacher Assistant – Camp aides will work with the same group of children and teacher for 5 days and assist children with crafts and games indoors and out, 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, 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 - Assist staff and visitors in a large exhibit room designed for children age 0-8 and their families. You must be friendly, outgoing and willing to approach/engage visitors. You will help clean up after activities and be expected to keep busy without being told. You should enjoy interacting with preschoolers, so babysitting or children's program experience is helpful. *Shift times: 9:45-1:15 OR 1:00-4:45 (Mon-Fri)*
  - Exhibit Docents – You will be stationed inside the “Titanoboa” exhibit 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 1:00-4:45 (Mon-Fri)*
  - Discovery Carts - Stand with 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. Cart themes include fossils and butterflies. 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 1:00-4:45 (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. Label Lepidoptera (butterfly/moth) specimens, provide general assistance to curator. 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. *Shift times: 9:45-1:15 or 1:00-4:45 (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 very 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, church children's program aides are especially good at this job. *Shift times: 8:15-4:45(Mon-Fri)*
  - Floater- You will serve as a “roving” JV, assisting other JVs with materials and substitution for breaks/absences. You will help staff wherever needed in various areas of the Museum. JVs in this position should be mature and self-directed to assume a variety of jobs. Good leadership skills are a plus. This position is only available to returning Junior Volunteers. *Shift times: 9:45-1:15 OR 1:00-4:45 (Mon-Fri)*
  - Butterfly Rainforest Assistant- You'll work in the Butterfly Rainforest, lab or desk; assist staff with horticulture, interpreting, cleaning and greeting tasks. You should be comfortable talking to visitors of all ages, friendly and approachable and enjoy learning and sharing. This position is only available to returning JVs. Note: the exhibit is NOT AIR-CONDITIONED and you will be outdoors. Water breaks will be provided. Great position for nature lovers, outdoor and outgoing-types. *Shift times: 8:15-12:15 OR 12:45-4:45 (Mon-Fri)*
  - Plant Sales Assistant – Use reference guides to assist staff with set up and sales of butterfly garden native and host plants. No money handling involved. Assist customers in filling out order forms and in loading plants in vehicles. This position, under supervision of Rainforest staff, is located outdoors on the patio. This position is only available to returning JVs. must be mature and responsible. *Shift times: 8:15-12:15 or 12:45-4:45 (Every Fri)*

# Florida Museum of Natural History Junior Volunteer Application Summer 2013

## 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 2, 2013 and have completed the 6<sup>th</sup> grade prior to beginning service.
2. All new applicants must interview in person the weekend of April 27-28. 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/pick-up is required, as volunteers may not stay at the Museum all day.
4. Volunteers committing to three weeks of service will be given preference in selection/scheduling. **All volunteers (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 registration fee (\$25 members/\$30 non-members) before the training on June 2. Scholarships are available. Please contact me for scholarship details.
7. All Junior Volunteers must attend a **mandatory** training June 2 from 1 to 4:45p.m. Returning JVs will only be required to attend from 2:15 to 4:45p.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, April 5, 2013 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 12**. 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 April 12.**
- ✓ You will be notified by postal service mail between May 13 and 17 as to 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 13.**
- ✓ If you are accepted into the Junior Volunteer Program, you will be expected to pay a registration fee (\$25 members/\$30 non-members) to cover program costs before June 2. Directions for payment will be included in the acceptance letter. Scholarships are available. Please contact Amy Hester for scholarship information at 352-273-2055.

**\*\* IMPORTANT DATES ARE LISTED ON THE BACK OF THIS PAGE\*\***

# Florida Museum of Natural History Junior Volunteer Program 2013

## Important Dates:

- March 11 – Applications Available
- April 5 – Application Deadline; Postmarked or hand delivered before 5 p.m.
- April 27-28 – Interviews for New Applicants
- May 13-17 – Acceptance Letters and Placement/Schedules Mailed
- June 2 – Mandatory Training, 1–4:45 p.m. (Final training schedule to be sent with acceptance letters) ; **REGISTRATION FEES DUE BEFORE TRAINING**
- August 9 – Party/Awards, 5:30–7:30 p.m.

For more information: [ahester@flmnh.ufl.edu](mailto:ahester@flmnh.ufl.edu) (preferred) or 352-273-2055  
Museum Business Hours: Monday - Saturday 10 a.m.-5 p.m.; Sunday 1-5 p.m.