



Florida Museum of Natural History

NEW Junior Volunteer Application

Summer 2024

Please read and follow the application directions carefully.

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR THE PROGRAM!

Name (Last, First): _____

Please mark which applies to you: **Returning JV:** _____ **New Applicant:** _____

Pronouns: ___Her/She ___Him/He ___They/Them Other (fill in): _____

Preferred Name for ID Badge: _____ Circle T-shirt size: XS S M L XL XXL

Birth Date: ____/____/____ Grade you will enter in the fall: ____ School: _____

Home Mailing Address (include ZIP code):

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 themselves to the Museum, provide the vehicle tag #: _____

Have you ever been convicted of a crime? Yes: _____ No: _____

If yes, please explain:

Why are you interested in volunteering at the Florida Museum?

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

APPLICANT SIGNATURE: _____

Applicant's Name _____

GUARDIAN (Please Type or Print)

Name of Parent/Guardian 1: _____

Primary Phone of Parent/Guardian 1: (____) _____ Secondary: (____) _____

Name of Parent/Guardian 2: _____

Primary Phone of Parent/Guardian 2: (____) _____ Secondary: (____) _____

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: _____

EMERGENCY CONTACT (if different from parent/guardian):

Name: _____ Emergency Contact Number: (____) _____

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.

_____: By initialing, I confirm understanding that the June 2 orientation is mandatory, and no exceptions will be made.

Signature: _____ Relationship to Child: _____ Date: _____

Applicant's Name

POSITION PREFERENCES

After reading the position descriptions **on page 4**, indicate your preferences below.

1. Rank your preferred positions from 1 (top choice) to 3 (bottom choice).

	Exhibit Docent
	Discovery Cart Attendant
	Discovery Zone Assistant (AM ONLY)

	Incredible Insects Lab Assistant (only available to returning JVs)
	Fishes Lab Assistant (2 weeks required and only available to returning JVs)

TIME COMMITMENT PREFERENCES

We understand JVs are busy with other summer commitments. With this in mind, we allow as little as 1 week of service while allowing up to 3 weeks of service for those with greater availability.

2. Place an X next to your preferred time commitment.

	One Week
	Two Weeks
	Three Weeks

SCHEDULE PREFERENCES

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/etc. that makes you unavailable for your Friday commitment. Please note, acceptance and/or scheduling of sibling pairs together is NOT guaranteed.

3. Review the dates below. Even if you are only serving one week, please select multiple options. This will increase your chance of being scheduled. If you only select one week and it is popular with other applicants, you may not get to serve.

_____ June 10-14

_____ June 17-18, 20-21 (no volunteering on Wednesday, June 19 – UF Holiday)

_____ June 24-28

_____ July 8-12

_____ July 15-19

_____ July 22-26

➤ If you have a **strong** preference for A.M./P.M., check one: A.M.: _____ P.M.: _____

Florida Museum of Natural History
Junior Volunteer Program Position Descriptions
Summer 2024

Discovery Carts - Oversee a cart that contains sensory items for visitors. There is a discovery cart for each museum exhibit. Each cart comes with a manual with information about the items you will display. You will learn about the cart throughout the week and share your knowledge with museum visitors. You should enjoy learning and sharing information. You do not need to be a public speaking superstar, but you do need to want to improve your public engagement skills. You may be stationed by yourself, so you must be able to work alone. *Shift times: 9:45am-1:30pm OR 1:15 – 5:00pm (Mon-Fri)*

Discovery Zone Assistant - Engage visitors of all ages but mostly children ages 0-8 with hands-on activities at the entrance of the Discovery Zone. You must be friendly, outgoing, and willing to engage/assist visitors. You will help set up and clean up after activities and must be self-motivated. On Tuesdays we will head outside with our Tot Trot program to help young visitors explore nature. You should enjoy interacting with young children and experience is helpful. *Shift times: 9:45am-1:30pm (Mon-Fri)*

Exhibit Docents - You will be stationed throughout the Museum exhibits, including “*Incredible Insects*,” and will be expected to learn about the exhibit and engage 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 approachable, enjoy learning and sharing information, and be comfortable talking (or have a desire to improve your public engagement skills) to visitors of all ages. *Shift times: 9:45am-1:30pm OR 1:15 – 5:00pm (Mon-Fri)*

Ichthyology (Fishes) Lab Assistant – Work with and learn from world renowned scientists in the new, state-of-the-art, Special Collections Building! You’ll learn how to sort and identify fish specimens to species, and you will work on care, maintenance, and management issues of the cataloged collection. This collection is second only to the Smithsonian fish collection in specimen records. **This role requires 2 weeks of service, preferably non-consecutive) and is only available to returning JVs.** *Shift times: 9:45am-1:30pm OR 1:15 – 5:00pm (Mon-Fri)*

Incredible Insects Exhibit assistant- Work in conjunction with the [Daniels lab](#) in the live lab of the Incredible Insects exhibit. Our research efforts are directed towards the conservation of particularly vulnerable butterfly species in their natural habitats and the broader pollinator community in urban and suburban environments. Learn about the research our lab performs and help translate this research to our visitors when they visit the live lab. Assist with care for insects on display, including feeding and cleaning insect enclosures. Learn about native insect species of Florida and speak with the public about these species. This position may also assist with active research projects that are featured in the live lab. If you have a passion for insects and enjoy engaging with the public, you would be well suited for this role. **This role is only available to returning JVs.** *Shift times: 9:45am-1:30pm (Mon-Fri)*



**Florida Museum of Natural History
Junior Volunteer Application
Summer 2024
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. All Junior Volunteers must attend a **mandatory orientation** June 2 from 10:00 a.m. to 2:00 p.m.
2. Applicants must be 14 years or older by June 2, 2024.
3. All new applicants will be interviewed between March 11-22 (date options and interview details will be emailed by February 28). These interviews are informal and will be offered in-person and via zoom.
4. All positions are **half-day**. Transportation for mid-day drop-off/pick-up is required, as participants may not stay at the Museum all day.
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 (\$30 Museum members/\$35 non-members) before the orientation on June 2. Scholarships are available. Please contact Amy Hester for scholarship information, 352-273-2055 or ahester@flmnh.ufl.edu.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION:

1. Keep a copy of the application and your responses for your records.
2. Complete and return application pages 1, 2, and 3. Applications must be emailed, postmarked or hand-delivered to the Museum reception desk at Powell Hall (3215 Hull Road, Gainesville, FL 32611) **on or before Monday, February 12, 2024, at 5:00pm**. *Late applications will NOT be considered for the program.*
3. **If you are submitting the application by email, help me recognize legitimate submissions by doing the following:**
 - include your name in the file name
 - include your name/JV application/some identifier in subject line
 - include 1-2 sentences stating your name and that you've attached an application
 - send email from a non-suspicious email addressIf these steps are not taken, your email may be designated as spam and discarded.
4. **Email applications to:** ahester@flmnh.ufl.edu

Hand deliver or mail to:

Amy D. Hester, Volunteer Coordinator
Florida Museum of Natural History
3215 Hull Road
Gainesville, FL 32611-2710

NOTIFICATION PROCESS:

- ✓ You will receive email confirmation of receipt of this application no later than **February 16**. New applicants will receive interview schedules by **February 28**. All communication will be by email unless otherwise noted. **Please make sure you check your spam folder!**

- ✓ You will be notified by e-mail by April 1st regarding your summer placement and schedule. **Schedules will not be available prior to April 1.**
- ✓ If you are accepted into the Junior Volunteer Program, there is a program fee (\$30 Museum members/\$35 non-members) due before June 2. Directions for payment will be included in the acceptance letter. Scholarships are available. Please contact Amy Hester for scholarship information, ahester@flmnh.ufl.edu.

Florida Museum of Natural History Junior Volunteer Program 2024

Important Dates:

- January 12 – Applications available
- February 12 – Application Deadline; Emailed, postmarked or hand-delivered before 5:00pm
- March 11-22 – ALL new applicants will be interviewed either in-person or via Zoom. Interview details and date options will be emailed no later than February 16.
- April 1 – Summer schedules e-mailed
- June 2 – **Mandatory** Orientation, 10:00 a.m. to 2:00 p.m. **PROGRAM FEE DUE BEFORE TRAINING**

PLEASE NOTE: If you cannot attend the orientation on June 2, please do NOT apply to serve as a JV this season. This event is mandatory, and exceptions will not be made. Thank you.

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