



## Junior Volunteer Application

Dear Parents and Guardians,

On behalf of the Children's Discovery Museum of the Desert, we would like to thank you for your efforts to provide your child with the opportunity to learn about volunteerism and create a positive impact in the lives of children in their own communities. Volunteering provides your teen with an introduction to the skills necessary for success in future academic and career goals.

Each year we have an abundance of teens, age 12-17, who are looking for an opportunity to join our volunteer program. In this popular team, youth volunteers work together during school breaks and weekends, aiding staff and other adult volunteers in our camps, early childhood and gallery experience programs. This program accepts a limited number of teen applicants who work with us on a specific schedule.

In order to provide a quality volunteer experience, the Museum asks that parents become aware of and support the following:

### **Before volunteering:**

- All teens must complete an application.
- Signed Parent/Guardian Authorization agreement required.
- Teens who wish to volunteer for Discovery Camp programs must attend training specific to camp.

### **If your child is selected:**

- All youth selected for the volunteer program will need to complete an Orientation. Applicants who do not complete the orientation will not be accepted into the program and may re-apply in the future.
- Volunteer shifts are determined by the needs of the Museum and its program to provide as many teens with this experience as possible, therefore
  - Volunteer shifts are for 2-3 hours, or for a half-day.
  - Volunteer shifts for Camp are for a full week with half-days (8:30 am – 12:30 pm or 12:30 pm – 4:30 pm).
  - Volunteers will need to follow the guidelines requested by the Museum.
- Please make sure to arrive and depart on time. Shift schedules may vary.
- The Museum must have a letter on file from a parent or guardian if a child is transporting themselves by walking, bus or bicycle.
- Junior Volunteers may not leave the premises once they have arrived– this includes breaks and lunch.
- Personal Contact: CDMOD strictly forbids any solicitation or exchange of information such as telephone numbers, address or e-mail from any guest. Any disregard for this rule will be grounds for dismissal.



- Parents must sign Junior Volunteers in and out at the Front Desk before and after every shift.
- Your child will be assigned to either the camp or gallery depending on where the Museum has the most need and any moving or switching assignments during their shift must be approved by staff.
- Junior volunteers must wear appropriate clothing for indoor, outdoor and art activities. No offensive t-shirts or torn clothing; shorts must be longer than a gallery apron.
- If Junior Volunteers are working in the galleries, they must wear a CDMOD provided apron.
- They must wear closed-toe shoes- no sandals.
- No food in the galleries- they must eat at designated areas or in the program room when available.
  - If they are leaving the camp program area- they must inform Camp Staff before going on break.
- Your child may bring snacks, drinks and lunch for their shift- the Museum does not provide meals for volunteers.
- Volunteers must know Museum Rules and be committed to these rules. Our volunteers are role models to the children attending camp and those visiting our galleries.
- Lockers are available for use if volunteers need to store personal belongings.
- Cell phones are not allowed to be out while working. If a volunteer needs to make a call, they may ask permission from the MOD or Camp Director and then make the call away from the camp/gallery activities.
- Encourage your child to be a positive role model for children.
- Volunteers may not bring in a friend that is not a part of the volunteer program.
- Junior Volunteers are required to participate in orientation and training, provide emergency contact information, and **must have a parent or legal guardian read and sign the Permission for Participation Form.**
- All Teen Volunteers must be at least 12 years of age.

**If your child is not selected:**

Throughout the calendar year, teens offer volunteer support to many programs, so please feel free to be placed on our waiting list for future volunteering.

We look forward to selecting this year's Teen volunteers! Applications can be turned in at any time.

In Partnership for Education,  
CDMOD Volunteer Coordinator



**Betty Barker / Anita B Richmond  
Children's Discovery Museum of the Desert  
Junior Volunteer Application**

**(Please print clearly)**

**Volunteer Coordinator:**

**(760) 321-0602 x112, volunteer@cdmod.org**

**71-701 Gerald Ford Drive**

**Rancho Mirage, CA 92270**

Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

School Attending \_\_\_\_\_ Grade: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Parent or Guardian E-mail: \_\_\_\_\_

Parent or Guardian Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Parent or Guardian Cell Phone : (\_\_\_\_\_) \_\_\_\_\_

**Emergency Contact Information: If parent or guardian listed above is unable to be reached in case of emergency, please list an alternative:**

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_



**Availability:**

To serve as a volunteer for CDMOD, you must commit to a minimum of **1 year/season** and participate in additional service training meetings as needed. Are you willing to make this commitment? \_\_\_\_\_ Yes \_\_\_\_\_ No

How often can you commit to volunteering? (Please circle)

Weekly

Bi-weekly

Monthly

Which volunteer positions interests you most:

- \_\_\_\_\_ Garden
- \_\_\_\_\_ Museum Gallery
- \_\_\_\_\_ Early Childhood Programs
- \_\_\_\_\_ Camp Volunteer
- \_\_\_\_\_ Trike Track Volunteer
- \_\_\_\_\_ MakerSpace Volunteer

**Please read and sign (application must be hand signed, not typed.)**

I certify that the information provided in this application is true and correct, and has been given voluntarily. I understand that this information may be disclosed to an party with legal and proper interest, and I release The Children's Discovery Museum of the Desert from any liability whatsoever for supplying such information. I understand that I will NOT be paid or otherwise compensated for my service as a volunteer. I agree to abide by any and all museum policies and understand that if I do not abide by the museum policies, rules and regulations, I may be dismissed from my position as a volunteer.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Children's Discovery Museum of the Desert** 71-701 Gerald Ford Drive, Rancho Mirage, CA 92270 (760) 321-0602, [volunteer@cdmod.org](mailto:volunteer@cdmod.org)



## **Questions for the Applicant**

Why are you interested in volunteering?

How did you hear about the Museum and volunteering?

Are you volunteering through a service club, group or school credit? If so which ones and who is your contact person?

Do you have any other experiences as a volunteer? List the organizations and describe your responsibilities.



Do you have any special skills or talents that you could share with the Museum?

What do you hope to gain or learn through your volunteer experience at the Museum?

What is your experience in working with children or groups of children?



## **Volunteers and Staff**

The staff of the Children's Discovery Museum of the Desert (CDMOD) expects from you, as a volunteer, to agree to the following:

- To uphold and practice the mission of CDMOD and its program philosophy while engaging in any CDMOD activities.
- To conduct yourself professionally and in accordance with program policies.
- To respect the learning, safety and welfare of our visitors as your primary obligation.
- To recognize your own limitations, the need to take care of yourself, and give yourself permission to utilize staff for support and assistance.
- To serve as a volunteer for CDMOD for a minimum of 1 year/season and participate in any additional in-service training meetings.
- **Absences need to be reported as far in advance as possible. Three unexcused absences will be grounds for dismissal/evaluation.**
- To make all necessary efforts to communicate with staff when you are unable to fulfill a commitment for any assigned task or change in your activity level with CDMOD.
- To practice self-responsibility by being prompt to CDMOD commitments and prepared to focus on your volunteer job responsibilities.

As a Volunteer, you can expect from the Staff of the CDMOD the following:

- To acknowledge you as an individual with valuable, unique abilities.
- To provide initial and on-going skill enhancement training.
- To provide an opportunity to participate through feedback and input.
- To give professional and personal support as well as back-up when needed.
- To evaluate work performance and give feedback.

**I have read and agree to CDMOD's Volunteer Philosophies and Volunteers and Staff policies and procedures:**

\_\_\_\_\_  
**Employee/Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CDMOD Supervisor/Volunteer Coordinator**

\_\_\_\_\_  
**Date**



## **Confidential Information**

Every business has information it considers “proprietary” that must be guarded carefully. The CDMOD is no exception.

There is a variety of information you may handle that seems routine, but may be proprietary and should not leave our offices in a letter, in conversation, or mislaid documents. Technical know-how, future business plans, customer lists, financial information, personal information about employees, and other information can, if known outside the company or by those without a need to know, cause harm or affect our competitive position.

We expect you treat company proprietary information as a valuable resource. These guidelines can help:

- ❑ Information should be provided to the public by authorized personnel.
- ❑ Important documents should be kept in locked files including but not limited to employee files, payroll information, vendor accounts, and customer lists.
- ❑ No copies of confidential and personal documents should be made or retained by any employee except in the ordinary course of the employee's job duties and solely for official purposes.
- ❑ Work areas should be cleared of any sensitive materials at night or when you leave your work area.
- ❑ Unattended and sensitive material should be locked in file cabinets.
- ❑ Computers are for authorized use only by staff and monitored by staff.

Unauthorized disclosure of confidential information about fellow employees, customer finances, account information, volunteers, etc. or the Children’s Discovery Museum of the Desert is a serious matter and could be reason for disciplinary action up to and including dismissal.

**I have read, understand, and agree to abide by the policies herein described.**

\_\_\_\_\_  
**Employee/Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CDMOD Supervisor/Volunteer Coordinator**

\_\_\_\_\_  
**Date**





**Children's Discovery Museum of the Desert**  
**Employee & Volunteer Emergency Information**

Please keep CDMOD informed each time information changes-  
thank you!

Employee or Volunteer's Name:

\_\_\_\_\_

Date: \_\_\_\_\_

In case of an emergency, please notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Address:

\_\_\_\_\_

2<sup>nd</sup> Emergency Contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Address:

\_\_\_\_\_

Employee or Volunteer Signature: \_\_\_\_\_



## Parent/Guardian Agreement Statement:

I, \_\_\_\_\_, give my permission to my child,

\_\_\_\_\_ to:

Participate in the orientation & training for potential Junior Volunteers at the Children's Discovery Museum of the Desert. If accepted, continue in a role as a Junior Volunteer.

- Agree to be responsible for the transportation of my minor child. All participants need to be delivered and picked-up on time. If there is a **change** in transportation for my child, I will inform the CDMOD staff. CDMOD staff members do not transport minor children.
- If I need to speak with my child while at the Children's Discovery Museum, I will call the general museum number of (760) 321-0602. If it is a weekend, I will dial extension #108 in addition to reach the Front Desk.
- CDMOD will provide a locker and work apron while my child is at CDMOD. All Teen Volunteers must wear closed-toe shoes and dress appropriately.
- Acknowledge that my minor child must remain on the CDMOD premises or at the designated site of a CDMOD program at all times. Children are not allowed to loiter outside or in the front Court Yard area. **All children must be signed out by the designated parent or guardian.**
- CDMOD will do it's best to ensure a safe experience; However, I understand that certain danger or accidents may occur. I hereby release CDMOD from any and all responsibility and liability of any nature, including claims for injury, illness, death, loss or damage, resulting from my child's participation in any program activities.
- **Acknowledge that my signature permits CDMOD to use photographs and/or video of my child and of all programs & services for promotional purposes. Denial of this agreement must be submitted in writing prior to the Volunteer Coordinator.**
- All volunteers must conduct themselves according to the policies, procedures, and working guidelines of the CDMOD. We expect respectful behavior to all visitors, staff, and other volunteers, refraining from the use of drugs, alcohol or physical harm. Any individual that is involved in behavior that is deemed against policy or in violation of the Museum's mission will be immediately dismissed from the program.
- **Three unexcused absences will be considered resignation from the Junior Volunteer Program.**

By signing this document, I acknowledge and understand all terms:

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Participant** \_\_\_\_\_ **Date** \_\_\_\_\_