



## Youth Volunteer Information and Parental Permission form

Thank you for your interest in our Youth Volunteer Program. Volunteers play a critical role in delivering our mission, "We are an environment for play. We advocate for the value of play. We build minds through play." Most importantly, no matter where you volunteer at the Museum, you make a difference in the lives of children!

Here are some frequently asked questions regarding our Youth Volunteer Program:

### **How old do I have to be to volunteer?**

You must be 14 years of age to begin volunteering at the Children's Museum.

### **What do I need to do before I start volunteering?**

Teens can either submit a Volunteer Application AND a signed Parental Permission form prior to volunteering or bring the forms with you on your first scheduled volunteer shift. Note: If you forget to bring these forms you will NOT be allowed to volunteer.

### **How many hours can I volunteer each visit?**

We suggest a two to three hour shift is the ideal amount of time to volunteer each visit.

### **How often can I volunteer?**

Some volunteers arrange to come on a regular basis every week and other volunteers contact us when their schedule permits, perhaps twice each month. REMEMBER: Each time you would like to volunteer you MUST contact the Museum and schedule a volunteer shift.

### **What days and times do you need volunteers?**

The Museum is open Tuesday, Wednesday, Friday and Saturday from 9:30am – 5pm, Thursday from 9:30am – 8pm, and Sunday from 12pm – 5pm. There are certain peak hours when volunteer help is especially needed. Museum staff can discuss these times with you when you call to schedule a volunteer shift.

### **What if I sign up for a shift to volunteer and later find out I am no longer available?**

We realize that things come up and plans do change. We ask that you contact the Museum as soon as you realize you will not be able to make your scheduled volunteer time. Please contact Bridgette, the Volunteer Coordinator at (616) 217.4875 or call the front desk at (616) 235-4726.

### **What will I do when I volunteer? Typical volunteer roles include:**

- Playing with children and families
- Maintaining cleanliness throughout the Museum.
- Prepping materials for our daily programs
- Resetting exhibits throughout the day
- Greeting guests coming in and leaving the Museum





**Is there a dress code?**

Yes, but don't worry. It's very simple – Clean Comfortable Casual Clothes. There are a few things we ask you NOT to wear:

- Shirts – School or GRCM logo T-shirts are okay. Please no other pictures or words on shirts. Keep warm-no bare midriffs or tank tops!
- Shorts – No cut-off shorts. Shorts must be an appropriate length.
- Shoes – Closed toed shoes are a must. Athletic shoes or other comfortable shoes are great!

**What about cell phones?**

We ask that if you carry a cellphone on you that you only use it in case of emergencies. This way you can focus your attention on the guests and PLAY! The staff will be happy to show you where these items can be stored if you do not want to carry anything.

**Can I bring a friend to volunteer with me?**

Yes, BUT only if your friend has a completed Volunteer Application and signed Parental Permission form. When you call to schedule your volunteer time slot make sure to let us know that you and a friend would like to come at the same time.

**Where can I park?**

Visit our website at [www.grcm.org](http://www.grcm.org) under **Visit** for detailed parking information.

**How can I get verification of the hours I have volunteered?**

Often schools and other organizations require a special form to be completed by the Museum verifying volunteer hours. Please bring this form with you on the day you volunteer so we can sign the form at the end of your volunteer shift.

Youth's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Your signature indicates your approval for your teen's participation in the Grand Rapids Children's Museum Volunteer Program.*

**For more information please contact:**

**Lianna Tagle  
 (616) 235.4726  
 ltagle@grcm.org**

