

## Information for Adult Volunteer Program

Adult Volunteers (18 and older) are asked to commit to a regular weekly schedule – usually 2-3 hours per week. The adult volunteer program is designed to offer flexible opportunities that accommodate most schedules. This program is ideal for students who need to complete service learning commitments or adults who are committed to giving back to the community by supporting play in children's lives.

### Overview of Adult Volunteer Program:

#### Portland Children's Museum will provide Adult Volunteers with:

- Training necessary to perform in volunteer role
- Recommendation upon completing minimum volunteer commitment
- Opportunities to give back to local community
- Free membership to Museum upon completion of 100 hours
- 10 % discount in Museum store

#### Adult Volunteers MUST:

- Adhere to Museum policies and procedures
- Arrive on time and complete agreed upon shifts
- Provide friendly greetings and smiles to all visitors and offer good customer service to Museum guests.
- Always be professional. Volunteers are representatives of the Museum and must refrain from using profanity or having inappropriate conversations at the Museum.
- Notify Museum as soon as possible if unable to make agreed upon shifts
- Sign in for volunteer shifts and track time using volunteer timesheet
- Follow Appearance Guidelines
- Represent the Museum in a friendly and positive manner
- Be willing to learn and have fun!

#### Shift and schedule information:

The Museum is generally open Tuesday-Sunday from 9AM-5PM during the fall and winter and seven days a week from 9AM-5PM in the spring and summer – on Thursdays the Museum is open until 8pm. Volunteers are expected to arrive five minutes before any scheduled shift to allow time for check in. Regular volunteer shifts usually occur in a minimum of two hour blocks. Shift blocks can be combined to create longer shifts if depending on shift availability. Breaks are provided during all shifts. Shifts will be scheduled and arranged with the Volunteer Manager.