JUNIOR VOLUNTEER GUIDELINES FOR CAMPS and PROGRAMS

The information presented here is to help volunteers understand their tasks and role in helping the instructor(s) with the classes and workshops.

1. The instructor is there to lead the class and communicate clear instructions to the volunteer as to what assistance is needed.
2. Volunteers are expected to:

* Check into class/camp every day with Museum staff. Volunteers should have a parent or guardian sign them out or must make other arrangements with the Museum in advance if allowed to leave the Museum on their own.
* Arrive 15 minutes before the start of each camp/class to help set up. Stay 15 minutes after end of camp to help clean up.
* Be a role model for younger students. Please behave and dress maturely (follow general school dress code guidelines); shorts, t-shirts, and sneakers are all acceptable.
* Set-up and hand-out class materials, under instructor direction.
* Ensure that all students are able to participate without interference, immediately alerting the instructor to any behavioral problems.
* Assist children with projects as needed. Get involved and work with children to help them follow directions and complete tasks successfully.
* Supervise games and small group activities. For example, the instructor might ask you to supervise an activity at an art station while instructor supervises a separate station.
* Escort children to the restroom during class time. Wait outside. The Museum follows a “hands-off” policy: at no point in time do you physically assist a child in the restroom or enter the restroom with a child.
* Be sure each student understands activity directions, including how to operate iPads and apps being used.
* Observe group projects and group work to make sure that everyone is being respected and allowed to participate equally—make sure no one is hogging the iPad!
* In LEGO animation and movie-making classes, alert the instructor if students are creating projects that seem inappropriate in any way.
* Refrain from using a cell phone, iPod, or other electronic hand-held device, or the Museum’s devices or computers for personal business of any kind while assisting with classes. Such use may be grounds for dismissal.
* **Do not post any pictures of Schulz Museum children/campers to social media of any kind.**

These guidelines are to help you, the instructor, and children have the best experience possible. **Remember to have fun, smile, laugh, and talk with kids.** **Learn their first names**. Many of them will be looking up to you. Get to know your fellow volunteers and instructors; this is not only a memorable experience for the kids but also a fun way to get to know your peers and give back to the community. Thank you for helping make our camps a great experience for everyone.  
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I have read and understand the JUNIOR VOLUNTEER GUIDELINES and agree to abide by them. I have received of a copy of these guidelines.

VOLUNTEER SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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