



Volunteer with the Museum of Idaho

Volunteers are fundamental to the success and operation of the Museum of Idaho. Without our volunteers, we would not be able to provide the valuable educational opportunities to our community.

Volunteer Requirements

A museum volunteer demonstrates a desire to uphold the museum's policies and procedures in accomplishing our mission goals and in supporting the community:

- Completion of an application
- Must be 18 years of age or older
- Time commitment of 3 – 4 hrs week for a complete exhibit
- Completion an interview
- Agreement to pass a background check (No prior felony convictions)
- Attend a training session prior to each exhibit

All assignments to volunteer positions can be terminated at any time, by either party, with or without notice and with or without cause. No volunteer assignment is guaranteed for any specific period of time.

To become a volunteer, please fill out an application and return it to the front desk at the Museum of Idaho. For more information, please contact Allison Ball at 522-1400 ext. 3003 or allisonwillmore@museumofidaho.org

MUSEUM *of* IDAHO

Volunteer Form

The Museum of Idaho is dependent on our volunteers. Support from community-minded citizens makes the educational and cultural resources at the Museum of Idaho possible. Thank you for considering to volunteer at the MOI!

Applicants must be at least 18 years of age.

Please Print:

Name:

Address:

Home

Work

Cell

Phone:

Phone:

Phone:

Email:

Emergency

Contact:

Phone:

Have you ever been convicted of a felony? If yes, please explain. YES NO

In an emergency, are you willing and able to assist in the evacuation of your assigned areas? YES NO

Physical Capabilities or Limitations: Do you have any physical limitations (difficulty standing, lifting, hearing, etc.) that might require accommodations while volunteering? If so, please describe briefly. YES NO

Position Applying for (Circle as many as apply)

Docent

Security Docent

Roaming Security

Cashier

Please Circle Day(s) And Shift(s) Available (Circle as many as apply) *Museum Hours subject to change*

MON	TUES	WED	THURS	FRI	SAT
9am - 1pm	9am - 1pm	9am - 1pm	9am - 1pm	9am - 1pm	9am - 1pm
1pm - 5pm	1pm - 5pm	1pm - 5pm	1pm - 5pm	1pm - 5pm	1pm - 5pm
5pm - 8pm	5pm - 8pm				

Other Times Available and Comments:

Please return this form to:

Allison Willmore, Assistant to Business Affairs

Museum of Idaho, 200 N. Eastern Ave., Idaho Falls, ID 83402

Phone: 208-522-1400 ext 3003; Fax: 208-524-5060; allisonwillmore@museumofidaho.org

You will be contacted upon receipt for an informal interview.

I, the applicant, certify to the best of my knowledge that all information given by me in this application is true and correct. I understand that any false or misleading statements made by me or consequential omissions of any kind in the application process are sufficient cause for not being accepted as a volunteer or for being dismissed. I authorize the Museum of Idaho to investigate all of the information contained in this application.

Signature of Applicant

Date

General Expectations for Volunteers:

Our priority is to help our guests have a great experience. Volunteers are expected to interact with the public in a professional and friendly manner, bearing in mind the Museum of Idaho (MOI) strives to present all information in an unbiased manner. Therefore it is essential, as a representative of the MOI to present information provided by the MOI and refrain from conveying personal opinions. Group training sessions are scheduled at the beginning of each exhibition with docent exhibit guide notes. Volunteers should be able to give basic directions (i.e., how to find the exit) and to enforce museum rules (i.e., asking guests to silence cell phones, no food, no drinks, no gum, no backpacks. A white shirt and dark pants or skirt, along with a museum provided name tag and vest, are worn by volunteers. Volunteers will provide their own transportation to and from the museum.

Position Descriptions:

Please note that volunteer shifts rotate through the various positions at the museum day to day. This way each volunteer experiences different aspects of the museum and exhibits. Some positions may require additional training*, and please speak with Sally Glass, Manager of Business Affairs, if you would like to volunteer for one of these positions.

Docent:

While on duty, a docent watches an assigned area of the museum for the safety of visitors and museum property, as well as pass on information about the exhibit from the guide notes. Docents oversee the museum's permanent exhibits, traveling exhibits, as well as the Children's Discovery Room. A docent will interact with the public in a friendly, respectful manner. Docents should be able to work alone as well as with others.

Security Docents*:

A Museum of Idaho security docent not only has the role of docent but also monitors the entire building for potential risks to people or exhibits. In emergency situations, security personnel are expected to direct people away from danger and contact the manager on duty. Security volunteers must be dependable and mature.

Roaming Security*:

The Museum of Idaho roaming security has the same duties as security docents, except that they travel throughout the museum and must be able to walk stairs during their shift. Roaming security volunteers check all areas of the building and also check on the docents. At the end of the day, roaming security lets the museum patrons know that the building is closing and again, checks all areas of the museum before lock down.

Cashiers*:

Not only do cashiers handle ticket and/or store sales, they also act as the first representatives our visitors encounter. Cashiers have a basic understanding of the museum and its exhibits. Cashiers are able to stand for long periods of time and have strong communication skills. They answer the main phone and help out doing occasional odd jobs (i.e., help tidy the store or counting tickets).