



Group Volunteer Description

Goals:

Groups ages 14 – and up, can develop special skills and knowledge that would compliment their development. The primary objective of our Group Volunteer Program is:

- To give teens and adults the experience of working in a museum environment.
- To teach teens and adults the life long skills of leadership, responsibility, and communication.
- To show teens and adults the self-fulfillment that comes from performing community service.
- To provide teens and adults an opportunity to meet peers from and throughout the Houston metropolitan area.

Requirements:

- Adhere to the Museum's Policies and Procedures.
- Willingness to learn new things and to help children learn.
- Represent the museum in a thoughtful, friendly, and positive manner.
- Arrive on time and complete required shift.
- Notify museum as early as possible if unable to work.
- Maintain a record of your volunteer time in the Volunteer Sign in Book.
- Maintain a neat appearance and adhere to the establish Dress Code.
- Teen volunteer groups must have at least 1 adult (18 and older) chaperone for every 10 teens.
- Do not bring friends or family to the museum during your shift. Our visitors need your undivided attention.

Special Benefits:

- Learn new skills and receive on-the-job training.
- Obtain a job recommendation for future jobs and colleges.
- Receive community service credit for school curriculum requirements or college applications.
- Receive the self-satisfaction of having made a personal contribution to your community.

Shift and Schedule Information:

Shifts are approximately four hours long. Special volunteer times can be arranged in advance. Volunteers are expected to arrive fifteen minutes prior to the beginning of each shift. All group volunteers are given a brief tour and orientation of the museum before volunteering.

Shift times: Group Shift times are usually Tuesdays-Saturday. Groups are also encourages to volunteer on holidays and during special events. Please ask the Volunteer Coordinator for more details.

Tuesday - Saturday 10 am – 2pm OR 2pm – 6pm

Group Volunteer Duties:

Group volunteers will be asked to perform any of the following tasks in the course of their shift giving them a wide range of skills and experiences at the Museum.

- Assist visitors with exhibit exploration and answering questions. Keep the exhibit neat, safe and restock exhibit activities.
- Assist museum gallery staff with craft activities. Set-up and take down of activity materials.
- Provide a 5-15 minute special presentation of special information to visitors. Wear costumes and use props to help provide a more in depth exploration of exhibit information. (Optional)
- Assist Gallery Supervisors and Managers by delivering messages, supplies, and special assistance where it is needed.
- At the discretion of Gallery Supervisors and Managers, volunteers may be asked to work the Information Booth, if volunteering in the information booth volunteers greets visitors, provides information on daily activities, directions, entrance and membership information.



GROUP VOLUNTEER RESERVATION FORM

You may fax, mail or e-mail this form to request a date and shift for your volunteer group. You must have at least 5 persons to be considered a group. If the group is more than 15 volunteers, we will have to divide the group into two shifts. Teen volunteer groups must have at least 1 adult (18 and older) chaperone for every 10 teens. Please request dates at least two or more weeks in advance to guarantee a date and time for your group.

Name of Group/School: _____

Contact Person/Title: _____

Daytime Phone: _____

Address: _____

City: _____ Zip Code: _____

E-Mail: _____

Volunteer Dates: (please circle desired dates and times)

Date Desired: ____ / ____ / ____

Date Desired: ____ / ____ / ____ Time: 10 am – 2 pm OR 2 pm – 6 pm

Date Desired: ____ / ____ / ____

Special Date and Time: _____

(Must be approved by Volunteer Coordinator)

Number of Volunteers: _____ Number of Chaperones: _____

- Jeans or khaki pants, a solid colored t-shirt or polo and comfortable shoes are highly suggested.
- Volunteer aprons are provided to protect your clothing as well. Groups are allowed to wear their organization's shirts along with a FBCDC volunteer sticker.
- **Your group reservation is not complete until you receive a confirmation e-mail from the Volunteer Manager.**
- **If your group arrives at the Museum without a confirmation letter, the entire group will be turned away.**

Questions? Contact
Haniyah Boxie, Manager of Volunteer Engagement
Telephone 713-535-7209
Fax 713-522-5747
E-mail: hboxie@cmhouston.org