



Volunteer Program

432 Fashion Way Burlington, WA 98233

Phone: 360-757-8888

www.skagitchildrensmuseum.net

Dear Prospective Volunteer,

Thank you for your interest in supporting the Children's Museum of Skagit County. There are many different ways that you can contribute as a volunteer, and we look forward to learning more about how you can help us continue to meet our mission! We have positions available both in and out of the museum, on one-time and on-going bases. Volunteering with us is also a wonderful opportunity for high school or college students to complete their internships.

Current Opportunities:

Group Hosts oversee field trip groups and assist with hands-on workshops as organized. We need hosts on a year round basis.

Play Guides assist young visitors and their families or teachers as they explore in the museum. Engage child and adult visitors within exhibit areas, lead pop-up activities, prepare and tidy exhibit areas, help with development of new exhibit activities.

Special Events Assistants help by planning or facilitating special events and activities in the museum and off-site – like with our Camps & Classes, Fire Truck, Winter Wonderland and others!

Program Personnel help with developing and/or leading special workshops or programs that encourage creativity and learning within all museum exhibit areas. A great opportunity to use your talents!

Administrative Support Specialist help with basic daily duties that help keep the museum and its programs running smoothly. This can be anything from answering phones to making copies to mailings, data collection and management, copying, directing phone calls, and more!

Cleaning & Maintenance help to keep our exhibits, and exhibit areas, looking good and running smoothly. Includes daily cleaning and maintenance or after-hours deep cleaning and major repair or construction.

Exhibits help with development of new exhibits and lessons, construction of exhibit elements, design and layout of interpretive materials and more.

Board/Committee Member serves the Museum's mission at a higher level with strategic planning, fundraising, oversight and hands-on support.

Please examine this packet thoroughly and complete all the forms. As a CMSC Volunteer, you will be able to gain new skills and experience, share your special skills with others, plus contribute to a very valuable community resource.



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Volunteer Requirements

- Minimum Age: 12 years with parental/guardian consent.
- Time Commitment: Ideally volunteers for regularly-scheduled duties will be available for a consistent 6-month period. The amount of hours may be subject to change depending upon the needs of the Museum and the volunteer. Special events are typically multiple shifts over multiple days. Student internships can be coordinated to meet the requirements of the course.
- Processing Required: Prospective volunteers must complete a volunteer application. All volunteers must also submit a completed background check form prior to getting started as a volunteer. Volunteers under 18 years must have parent/guardian approval.
- Interview: Applicants are reviewed and considered based on assessed skills, interests, level of demonstrated commitment and the availability of volunteer positions. An interview will be scheduled at CMSC, after which the reference check and a criminal background check are then conducted.
- Orientation and Training: Once the application, interview and background check have been completed the volunteer will need to schedule a brief orientation and training. Training topics include a general overview of the Museum, safety and emergency protocols, and expectations. Volunteers will need to repeat the orientation annually to maintain an active status.
- Volunteers will be trained by a member of staff to successfully complete assigned tasks. This training is divided into two areas: basic workplace instruction (e.g. location of bathroom, where to put coat, etc.) and job instruction.
- Attendance: Volunteers are expected to meet their commitments to their scheduled hours. Supervisors must be notified of any absences in advance or as soon as possible and should be notified of any extensive absences. After 3 consecutive unexcused absences without notification, the supervisor and/or the Executive Director reserve the right to terminate a volunteer.
- All volunteers must sign –in and –out when reporting for service, and for lunch breaks. Failure to do so and illegible handwriting will result in service hours not being recorded. Time can be recorded on a time sheet.
- Evaluation: All volunteers should demonstrate a good understanding of assigned tasks. An assessment will be given after 90 days of service and then on an annual basis.



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Applicant Information

Last Name: _____ First name: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____ Join CMSC E-Newsletter? Yes No

Date of Birth: _____ Drivers Lic#: _____ State: _____

Briefly describe any skills, experience or special interests you could share with the museum or its visitors:

Select any and all areas you are interested in:

- Group Host Camps & Classes Play Guide Story Time Exhibits
- Special Event Support Fire Engine Program Personnel Administrative Support
- Cleaning & Maintenance Board/Committee Member
- Other: _____

Emergency Contact Information

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

List any allergies, medications, or health condition information you want to share:



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Volunteer Availability

Name: _____ Date: _____

Phone: _____

Please update your availability every 6 months or as significant changes to your work/school schedule occur.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Evening Parties	
Other	
# Hours Requested	

Do you need documentation of your volunteer hours? Yes No



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Disclosure Form for Prospective Employees and Volunteers

Pursuant to Chapter 43.34 RCW

Answer YES or NO to each of the following items. If the answer is YES to any item, please explain in the area provided, indicating the charge or finding, the date, and the court(s) involved. Pursuant to RCW 43.43.834, the Children's Museum of Skagit County is required by law to complete a criminal history and background inquiry on individuals providing services to children, developmentally disabled persons and/or vulnerable adults.

1. Have you ever been convicted of any crimes against persons as defined in section 43.43 RCW and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first or second degree assault; first, second or third degree assault of a child; first or second degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promotion pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future?

Answer _____ If yes, explain on a separate sheet.

2. Have you ever been convicted of any crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830(6)RCW amended, and listed as follows: first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future?

Answer _____ If yes, explain on a separate sheet.

3. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer _____ If yes, explain on a separate sheet.



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4. Have you ever been convicted for any crime for any violation of any law (excluding minor traffic violations)? For the purposes of this question, the term "convicted" means and includes: (1) all instances in which a plea of guilty or nolo contendere is the basis for the conviction and (2) all proceedings in which a charge has been differed from prosecution or the sentence has been suspended or deferred. A conviction does not necessarily exclude you from employment with this agency.

Answer _____ If yes, explain on a separate sheet.

5. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer _____ If yes, explain on a separate sheet.

6. Have you ever been found in any disciplinary board final decision, or by the Director of the Department of Licensing in the following business or professions, to have sexually or physically abused any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult: (chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathy, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salesperson)?

Answer _____ If yes, explain on a separate sheet.

7. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

Answer _____ If yes, explain on a separate sheet.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I agree that if I have provided false or incomplete information, the Children's Museum of Skagit County may, at its sole discretion, without notice or due process procedures, terminate my employment or volunteer status.

Name (please print) _____

Name (signature) _____

Signature of Parent if under 18 years _____

Today's Date _____

Date of Birth _____