



SUMMER TEEN VOLUNTEERS POSITION DESCRIPTION

VOLUNTEER POSITION SUMMARY

Under the supervision of the Museum's Curator of Education, Summer Program Assistant and summer instructors, assist staff with implementation of the Museum's summer camps. This is a part-time volunteer position, working Monday through Friday during the run of each camp session chosen, as determined by the volunteer and Museum staff.

REQUESTED AGE GROUP: 14 – 19

DESIRABLE QUALIFICATIONS: Energetic, motivated, dependable, and willing to contribute your own ideas to various camp projects and activities. Experience and an interest in working with children ranging in age from 4 to 14 preferred. Work well with individual children, small groups, Museum staff, and other teen volunteers. Interest in pioneer history, American Indians, art, or science.

ESSENTIAL RESPONSIBILITIES & DUTIES: If selected, ALL VOLUNTEERS MUST ATTEND A MANDATORY ORIENTATION AND ANY PREPARATION DAYS, where noted. Assist instructors and summer program assistant with the set-up and take-down of each camp session, assist with children and parent daily sign-ins and sign-outs, prepare materials for projects as assigned, assist children with projects and activities, help ensure safety of children, handle multiple and concurrent tasks and interruptions, work with food-related items and assist with some cooking, assist guest presenters as needed. Be a great representative for the Museum, providing friendly customer service for parents and their children.

WORKING CONDITIONS (Location, Equipment, Physical Requirements):

For the Searchers, Seekers, and Settlers camp, work is performed in an outdoor environment at Old Mill Park, 237 Pratt St., Longmont. Some activities take place in the park's historic buildings. For the Plains Indian Journeys camp and all other Museum camps, work is performed in the Museum classrooms and outdoor courtyard. Environment for both camps includes exposure to sun, dirt, water, and all types of weather conditions. Equipment used may include cooking utensils, fireplace (or grill), paper cutter, and laminator. Physical work requires standing, bending, kneeling, and carrying and lifting up to 20 lbs.

RECRUITMENT PROCESS: Recruitment of volunteers will include a brief phone call and in-person interview. For volunteers age 18 and up, a criminal background check and fingerprinting are required by the City of Longmont for persons working with children.

CAREER DEVELOPMENT OPPORTUNITIES: Volunteering for Museum work offers endless career development opportunities for most any field you pursue, particularly in education, history, anthropology, and museum studies. Museum volunteer work builds your resume and helps you land interviews and jobs. Volunteering at a museum is highly recommended for anyone wishing to pursue any career, particularly in the museum field.

QUESTIONS? For more information, please contact Jill Overlie, Curator of Education, at jill.overlie@ci.longmont.co.us or (303) 651-8723.