

## Stepping Stones Museum for Children

Mathews Park, 303 West Avenue  
Norwalk, Connecticut 06850  
Telephone: 203 899 0606, ext. 237  
Facsimile: 203 899 0530  
[www.steppingstonesmuseum.org](http://www.steppingstonesmuseum.org)

## *Stepping Up Volunteer Program Application Form*

*Thank you for expressing interest in the Stepping Up Volunteer Program at Stepping Stones Museum for Children. This program was designed specifically for youth in grades 7-12 and will provide you with an opportunity to gain valuable skills while contributing to your community. In addition to performing voluntary work in a fun and creative environment, you will have to opportunity to obtain references and recommendations based upon performance.*

### **As a Stepping Up Volunteer, you will get to participate in the following roles:**

- *Junior Gallery Interpreter:* Help visiting children and caregivers explore the galleries and use the exhibits.
- *Activity Presenter:* Introduce and lead daily arts and crafts or science activities for visitors.
- *Birthday Party Assistant:* Assist museum staff with birthday parties for children turning four and older.
- *Program Assistant:* Assist museum staff with educational workshops and classes.

Stepping Up Volunteers are encouraged to take advantage of leadership opportunities such as assisting a workshop, participating in off-site outreach events and performing administrative functions.

### **Volunteer responsibilities include:**

- Helping visitors to understand the galleries and daily activities.
- Setting a positive example for other volunteers and visiting children.
- Following directions given by staff supervisors.
- Working as a team with all staff and volunteers.

### **To qualify, you must be:**

- A 7-12 grader.
- Able to learn and communicate information to museum visitors.
- Friendly and outgoing.
- Patient and willing to work with children.
- Able to make good decisions and ask for help when necessary.

### **Time commitment includes:**

- A one-year volunteer position (must be active for 9 months of the year).
- A minimum requirement of five hours each month.
- Bi-Monthly trainings from September through May.

Your acceptance into the Stepping Up Volunteer Program will be based on the written application and your participation in **the Interactive Workshop held on Wednesday, June 13 from 6:30-9:00. Your parent or guardian is required to attend from 7:30-9:00pm.** Your application and participation should reflect the following criteria:

- |                                |                        |                          |
|--------------------------------|------------------------|--------------------------|
| ✓ ability to make good choices | ✓ communication skills | ✓ leadership potential   |
| ✓ ability to work with others  | ✓ creativity           | ✓ positive attitude      |
| ✓ acceptance of differences    | ✓ enthusiasm           | ✓ problem-solving skills |

If you are interested in applying, return the completed application and Parental Permission Form to Stepping Stones by Monday, June 11. We will contact you to confirm your attendance at the Interactive Workshop/Interview. Please call the Youth Volunteer Coordinator at (203) 899-0606 ext. 240 if you have any questions. *We look forward to hearing from you!*



**Please remember that your acceptance is partially based on your responses. Take a few minutes to think through your answers before writing them down. Feel free to use additional paper.**

Who is your role model and why?

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Describe how you try to be a role model for other youth and children.

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How will you contribute to the Stepping Up program?

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What do you hope to gain from this experience?

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(continued on back)

## References

References may be called to provide us with a better idea of your skills. List two adults, *who are not family members*, who can be contacted to provide a reference for you (neighbor, teacher, guidance counselor, etc.).

1. \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

2. \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## Availability

Indicate when you are available to volunteer by writing “yes” or “no” in the blank spaces.

Mondays(summer only)	_____	Saturdays	_____
Tuesdays	_____	Sundays	_____
Wednesdays	_____		
Thursdays	_____		
Fridays	_____		

## Commitment & Code of Conduct

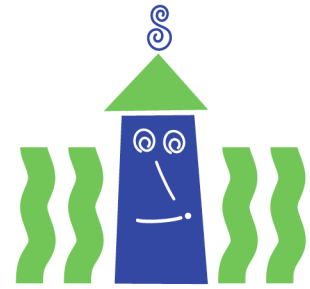
If I become a part of this program I understand that I am committing to volunteer for one year - a minimum of 5 hours per month, nine months per year, and will be expected to attend monthly trainings September - June.

As a Stepping Up Senior Volunteer I will be a very important member of the Stepping Stones team. When I am volunteering at Stepping Stones I will do my best to treat visitors and fellow team members with courtesy and respect. I will play a part in making sure that Stepping Stones is a safe place for everybody.

- I will use appropriate language at Stepping Stones.
- I will do my best to make good choices by not running, initiating water fights, playing tag or roughhousing.
- I will focus on my responsibilities by not bringing friends or siblings to Stepping Stones during my shifts.
- I will be respectful of materials and I will use exhibits appropriately.
- I will adhere to my daily schedule and ask the floor supervisors for permission to take a break so the staff always knows where I am.
- I will not be afraid to say “I don’t know” and to ask for help from the Stepping Stones staff!

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date



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Dear Parent,

The Stepping Up Volunteer Program, and the outstanding youth volunteers that it represents, play a vital role in fulfilling the Stepping Stones mission. Every day, these bright faces interact with children, caregivers, staff and volunteers to enhance the visitor experience.

Stepping Up advisors evaluate the applicant's interests as well as their abilities to determine if the Stepping Up Program is the right fit. It is important to note, however, that not every applicant is accepted at the time they apply. In some instances, volunteers have thrived after taking another year to develop certain skills.

The support of parents and guardians is represented in the applicant's level of participation and is thus important to the overall success of the program. We realize that your role is much more than providing transportation to and from the museum during volunteer shifts and monthly trainings. The museum sincerely appreciates your involvement and looks forward to receiving your son or daughter's application.

Sincerely,

Alishea Jurado  
Youth Volunteer Coordinator

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Please review the following points, and complete the spaces below.

- I understand that my son/daughter's responsibilities will include volunteering in the museum galleries where they will have direct contact with caregivers, children and exhibit content.
- I understand that my son/daughter will be expected to volunteer at least five hours a month for any nine months of the year.
- I understand that my son/daughter is expected to participate in monthly trainings, September through May.
- **I have reviewed my son/daughter's application and understand the Code of Conduct signed by my son/daughter.**
- I understand that I can contact program advisors at any time with questions.

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Printed name of parent

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Printed name of son/daughter

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Signature of Parent

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Date



# *See you soon!*

## Thank you for your interest in the Stepping Up Program at Stepping Stones Museum for Children!

Be sure to submit a completed application for the Stepping Up program by **Monday, June 11**. All applicants and parents will be expected to attend the Interactive Workshop on **Wednesday, June 13 from 6:30-9:00pm**.

- Applicants should arrive at 6:30 pm for the team-building portion of the Workshop.
- Parents should join the Workshop at 7:30 pm, so we can review details about roles, responsibilities and schedules *together*.
- The Workshop will end at 9:00 pm.
- At the conclusion of the Workshop, applications will be reviewed once again by staff and current youth volunteers. Decision letters will be sent on Thursday, June 14.

If you have any questions, please call Alishea Jurado, Youth Volunteer Coordinator, at 203 899 0606, ext. 240. Additional applications can be downloaded at [www.steppingstonesmuseum.org](http://www.steppingstonesmuseum.org).

Completed applications can be mailed to:  
Youth Volunteer Coordinator  
Stepping Stones Museum for Children  
Mathews Park, 303 West Avenue  
Norwalk, CT 06850

*See you there!*