

Volunteer Program Handbook

Emerald Coast Science Center

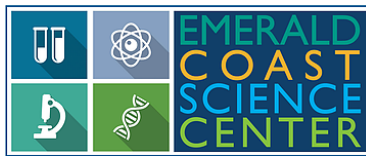
Thank you for your interest in volunteering with the Emerald Coast Science Center! With the help of our trusted volunteers, we are able to run amazing programs, maintain upkeep of our building, and create a hands-on learning environment for our visitors. Within this handbook, you will find everything you need to know about volunteering at the Emerald Coast Science Center.

To begin volunteering with us, you will have to fill out the **Online Form** on our website along with the **Volunteer Forms and Waivers** that are located at the very end of this handbook. These Forms and Waivers **MUST** be signed with a Parent/Guardian if you are under 18. You must be 16 to volunteer with us. Once you have completed both of these, then you will need to email the volunteer coordinator to assure volunteer jobs are needed and you are right for the job. After this, then you are ready to volunteer!

Decide what volunteer Job you would be interested in by looking at our volunteer page on our website or at the bottom of this handbook where there are job descriptions for each volunteer type. Let the Volunteer Coordinator know which program you would like to volunteer for.

Please read the **Volunteer Policies (Volunteer Hours and Attire)** thoroughly. This will ensure the best volunteer experience possible for you and others.

Contact our Community Affairs Coordinator for questions or concerns:
Harley Peters: 850-664-1261 (Work) | volunteer@ecscience.org



Volunteer Program Handbook

Emerald Coast Science Center

Mission Statement

Inspire and grow a scientifically engaged community.

Vision Statement

To be the recognized leader for scientific exploration, encounters and education in northwest Florida.

Hours of Operation

Normal Hours: Labor Day-Memorial Day | Wednesday-Saturday 10am-4pm

Summer Hours: Memorial Day-Labor Day | Monday-Saturday 10am-4pm

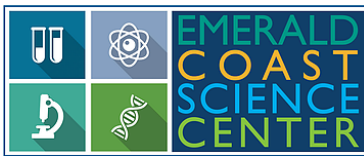
Volunteer Expectations

Volunteers are expected to be committed to the Emerald Coast Science Center's mission and vision and to conduct themselves appropriately. As a volunteer, you are expected to present a positive image of the organization at all times. All volunteers are expected to maintain the confidentiality of all proprietary or privileged information in which they are exposed while serving as a volunteer. Volunteers are expected to interact with children and adults of all ages and create an atmosphere of learning and excitement with a positive attitude and interest in STEAM activities.

Volunteer Policies

Volunteer Hours:

- o Volunteers should only plan on volunteering for two consecutive hours unless other arrangements with the Volunteer Coordinator have been made.
- o Volunteers MUST call or email the Volunteer Coordinator with the date and time they would like to volunteer before arriving at the center to work. This ensures there is work available and helps to avoid confusion between volunteers and staff members.



Volunteer Program Handbook

Emerald Coast Science Center

Volunteer Attire:

- o Volunteers should dress appropriately for volunteering around the public. The appropriate dress code does not include too tight or revealing clothing, clothing with inappropriate slogans, or see-through clothing.
- o Safe footwear should be worn at all times when volunteering.
- o Volunteers can dress for the weather, especially when planning on volunteering and doing yard work or manual labor. This clothing should still not include something too tight or revealing.
- o Volunteers must wear a volunteer name badge when actively volunteering at the center.

Volunteer Etiquette:

- o Volunteers should be prepared to work during the hours that they will be at the center. We ensure that breaks are taken so that visitors do not overwork themselves, but we refrain from allowing volunteers to take long breaks and be on their phones instead of volunteering.
- o Volunteers should ensure that they are polite to visitors at the center, especially when they are interacting with them. If a volunteer is unsure about a question asked, they should point the visitor to a staff member.
- o Volunteers should also be aware of their surroundings. If a project they are working on will include loud noises, any smells, or potential messes these projects should be done in areas away from where visitors will be.
- o Volunteers should sign in and out at the front so that we can keep track of your hours.



Volunteer Program Handbook

Emerald Coast Science Center

Volunteer Program Job Descriptions:

Caretaker Volunteer:

- Cleaning Caretaker: Care for the center by cleaning exhibit areas, sweeping, vacuuming, wiping things down, etc.
- Animal Caretaker: Care for the animals at the center by cleaning their cages, giving them some extra love, and showing them to guests. (This requires supervision from a staff member until you are trained enough to care for the animals on your own).
- Yard & Garden Caretaker: Do yard work; pulling weeds, raking and bagging up leaves, mowing the lawn, etc.

Maker Volunteer:

- Construction: Help us renovate and build exhibits to keep our museum fresh and exciting.
- Exhibit Care: Help us with the maintenance of current exhibits. Create new exhibits to bring in new forms of learning to our museum. Brainstorm plans and ideas for new exhibits or renovations to the exhibits we have now.

Educator Volunteer:

- Educator Assistant: Work alongside an educator at our workshops, field trips, or weekend events.
- SMALLab Lead: Run our SMALLab room when we have it open to the public.
- Workshop Lead: If you have a special science related skill we would love to hear from you and what you could offer us at the science center. Space is limited.