

HIGH DESERT *TEENS* VOLUNTEER PROGRAM 2008

Teen Lead Overview

PURPOSE: The High Desert *Teens* Volunteer Program provides teens opportunities to gain valuable social, work, and leadership skills while serving the community and supporting the mission of the High Desert Museum.

REQUIREMENTS: Applicants for the Teen Lead positions must have been in the volunteer program for at least two years. Service as a High Desert *Teen* can continue until the end of the summer following high school graduation.

RESPONSIBILITIES: The responsibilities of the Teen Leads include, but are not limited to:

- Assisting *Teen* Program interns with scheduling and planning,
- Creating and implementing interpretive materials and programs,
- Providing a positive role model for peers and Museum visitors,
- Supervising new and returning *Teen* volunteers,
- Being a positive representative of the High Desert Museum.

FEE: The fee for the program is on a sliding scale of \$50 to \$500 which is due no later than June 2, 2008. This fee goes towards cost of t-shirt & nametag, participation during the summer and school year, programming materials, and Museum staff time. This fee is waived for teen who are chosen to be Teen Leads. In addition, Teen Leads are awarded a small stipend for their service.

APPLICATION PROCEDURES: Teen volunteers interested in being Teen Leads must complete application forms to be submitted to the High Desert *Teens* Program Coordinator. The teen volunteers must submit the teen lead application, signed contract, and medical release form. The following is a timeline for the application process:

- All forms, including reference forms, must be submitted by April 18
- Interview for Teen Lead positions will be scheduled for late April and early May.
- Interviews for new teens will take place on Wednesday May 7, Saturday May 10, and Saturday May 17. Returning teens and Teen Leads are asked to participate in these interviews.
- The Teen program will start Monday, June 16 and end Friday, August 15. Teen Leads may be asked to begin service earlier in order to prepare for the program.

TRAINING: Upon notification of acceptance into the program, all *Teen* volunteers must attend required training classes and meetings as scheduled. The summer *Teen* Program begins the week of June 16 with several days of intensive training to prepare *Teens* for interacting with and providing educational experiences for the public. Teen Leads will play an integral part in this training as they are the leaders and role models for their peers.

HOURS: The 2008 High Desert *Teens* Summer Program is nine weeks, running June 16 through August 15. Teen Leads are expected to work approximately 20 hours per week during the nine week program. Two vacation weeks are allowed. Volunteer opportunities during the school year include special events, school festivals, after school programs and community outreach. Teens active during the school year are expected to volunteer eight hours per month and attend scheduled meetings.

EVALUATION: Each Teen volunteer will be evaluated by their supervisor and be asked for informal program and self-evaluation on a regular basis. Written evaluations will be placed in the volunteer's permanent file. Evaluations are designed to help align volunteers with High Desert Museum's expectations, give Teens the opportunity to improve their skills and service, and to help the Museum improve the volunteer program.

SCHOOL CREDIT: Service in the High Desert *Teens* Volunteer Program is directly related to CAM benchmarks in Science, Social Sciences, English, and Career and Life Roles. The High Desert Museum will ensure that program participation is a learning experience for the students, and will encourage efforts with local schools to provide school or community service credit to participating students. Teen volunteers are solely responsible for checking with their school guidance counselor for specific requirements and providing the proper paperwork to the High Desert Museum in a timely manner.

To obtain application materials for The High Desert Museum's HIGH DESERT TEENS Volunteer Program,
go to the website at www.highdesertmuseum.org or call (541) 382-4754

HIGH DESERT *TEENS* Program Teen Lead Application

a program of the High Desert Museum
Application due no later than 5pm on April 18, 2008.

TEEN INFORMATION

Full Name _____

Address (Physical): _____

Mailing Address: _____

City _____ State _____ Zip _____

Home Phone: (____) _____ Cell Phone: (____) _____ E-mail _____

Gender _____ Age _____ Date of birth _____

School attended during 2007/08 _____ Grade level in Fall of 2008 _____

PARENT and/or GUARDIAN INFORMATION

Parent/Guardian(s) Name: _____

Address if Different from Teen: _____

Work Phone: (____) _____ Cell Phone: (____) _____ E-mail _____

Teens-Please answer the following questions:

What are three goals that you have as a Teen Lead with the HIGH DESERT *TEENS* Volunteer Program this year?

1. _____
2. _____
3. _____

What knowledge, skills, and/or past experience do you have that will make you a positive role model for your peers?

Describe one experience where you were a positive role model or leader for your peers: _____

What else should we know about you that would be relevant to the position, such as hobbies or extracurricular activities?

Please number in order from 1st choice to 4th choice the areas you would prefer to volunteer in:

_____ Interpretive Programs: *Teaching natural & cultural history; kids crafts; Smart Cart stations; assisting with day camps*

_____ Wildlife Programs*: *Desertarium program; animal care and handling.*

_____ Living History Program*: *Skills demonstrations; working with homestead animals; theatrical programs.*

_____ Deschutes Watershed Exploration Project*:

*These program areas are available following a consistent time period of participation in the HIGH DESERT *TEENS* Volunteer Program. In most cases the time period is one season/summer volunteering.

.....
Scheduling: Day(s) of the week would you prefer to work? (Circle Choices): M T W Th F Sat Sun

THE HIGH DESERT MUSEUM MEDICAL RELEASE FORM

This form must be completed for every teen enrolled in the High Desert *Teens* Program. Please use additional sheets if necessary.
PLEASE PRINT.

TEEN NAME: _____ DOB: _____ GENDER: M F

PARENT/GUARDIAN NAME(S): _____

ADDRESS: _____

HOME PHONE: _____ PARENT WORK/CELL: _____

Please list any health problems, mental or physical conditions that might require special planning or consideration for participation in Teen volunteer activities at the High Desert Museum. Examples: allergies, asthma, autism, chronic disease, crippling conditions, sight or hearing problems, seizures, special diet, or any condition requiring medication.

CONDITIONS:

MEDICATIONS:

FAMILY DOCTOR: _____ PHONE: _____

ADDRESS: _____

IN EMERGENCY, IF UNABLE TO LOCATE PARENT/GUARDIAN, CONTACT:

NAME: _____ RELATIONSHIP TO TEEN _____

ADDRESS: _____

HOME PHONE: _____ WORK/CELL PHONE: _____

In consideration for the right to participate in the High Desert Teen Program, the UNDERSIGNED hereby assumes all responsibility for medical treatment and insurance to cover any injury or illness occurring while volunteering at the High Desert Museum, and holds the HDM harmless from any and all liability, actions, causes of actions, debts, claims and demands of every kind and nature whatsoever, which arise from or in connection with Teen activities.

The UNDERSIGNED, understands that the TEEN is covered by the HDM's commercial general liability insurance while acting on behalf of THDM, but not by worker's compensation insurance, health, accident, life insurance or social security through THDM for any accident, illness or injury to the TEEN. We further understand that if a staff supervisor requests the TEEN to perform a task that exceeds the TEEN'S physical capabilities, the TEEN is responsible for declining the assignment.

Signature of Parent or Legal Guardian

Date

Signature of Parent or Legal Guardian

Date

HIGH DESERT *TEENS* VOLUNTEER CONTRACT

A program of the High Desert Museum

The agreement between The High Desert Museum (THDM), the High Desert Teen _____, and the Teen's parent or guardian is as follows.

THE HIGH DESERT TEEN AGREES TO THE FOLLOWING:

1. To abide by all policies and procedures of THDM, as outlined in the High Desert Teen Manual.
2. To provide a minimum of 24 hours notice if unable to work, except in the case of emergency or sudden illness.
3. To successfully complete all required training for his/her particular position.
4. To commit to a specific work schedule, unless negotiated otherwise with the program supervisor.
5. To arrive on time as scheduled, willing to carry out assignments and duties with a positive attitude and in a responsible manner.
6. To accept THDM's right to dismiss any Teen for poor performance, including attendance, conduct or attitude.

THE HIGH DESERT MUSEUM AGREES TO THE FOLLOWING:

1. To provide a professionally structured and well-managed educational program.
2. To provide orientation, on-the-job training, evaluation at regular intervals, and supervision for the Teen.
3. To provide accurate record keeping of service and recognition for that service.
4. To provide enrichment opportunities for Teens in addition to regular training.
5. To provide free parking for the Teen while on duty.
6. To allow for change of assignments as appropriate for both THDM and the High Desert Teen.
7. To provide each Teen with a personal copy of the High Desert Teen Handbook.
8. To provide Teens with a reference, if needed, for future employment or education.
9. To make available a termination interview and counseling if placement at THDM is not appropriate for THDM and/or the High Desert Teen.

THE PARENT OR GUARDIAN OF THE TEEN VOLUNTEER AGREES:

1. To provide THDM with a Medical Release and Emergency Authorization Form with complete and accurate information.
2. To keep the Teen aware of family obligations so they will be able to fulfill their responsibilities to THDM.
3. To provide or help the Teen work out reliable transportation and proper attire for the position.
4. To understand that the THDM High Desert Teen Program is a job experience and all scheduling, evaluation and disciplinary action will be handled between the Teen and THDM staff.

We have read the above agreement and agree to abide by those conditions.

Teen Volunteer

Date

Parent or Guardian

Date

High Desert Teen Program Coordinator

Date