

Volunteers Needed!

Summer Club 2024

If you are responsible, enthusiastic and enjoy working with children, then we want you!

What is Summer Club? One of the city's most creative and diverse camps for over 80 years, we offer an exciting array of fun, activity-based programs inspired by the collections and research of our world-class museum. The ROM's fascinating galleries, authentic artifacts and outstanding professional staff guarantee that our camp experience will be hard to beat.

What do Summer Club volunteers do?

Volunteers act as assistants to the course instructors. Some of the ways they help are by:

- preparing material for activities
- facilitating children's activities
- helping with clean-up after activities
- assisting in escorting children through the Museum and on field trips
- providing supervision during breaks

At the completion of the program, volunteers will be provided a service letter indicating the amount of hours volunteered.

What to know before I apply?

In order to keep all staff, volunteers, and visitors safe, the Museum is operating under the following parameters:

- Consistent with ROM's vaccination policy, all staff and volunteers **must be fully vaccinated.**
- Proof of COVID-19 vaccination must be submitted to ROMKids upon acceptance to the program.
Please send proof of vaccination along with your application
- More information can be found [here](#). If you have any questions please get in touch with us at studio@rom.on.ca.

Questions or concerns? Please email us at studio@rom.on.ca.

Volunteer Application Form Part 1

Complete & return to:

Alexandra Schneckeburger ROMKids Coordinator and Assistant Camp Director

Phone: 416.586.8043 Email: studio@rom.on.ca

Royal Ontario Museum, 100 Queen's Park, Toronto, ON, M5S 2C6

How do I Apply?

Simply fill out the following form and return by e-mail no later than **5:00 PM on Monday, June 3rd, 2024**. To provide everyone with a clear idea of how ROM Camp works and what the role of a volunteer is, we are holding an **orientation/information session on Saturday, June 8th, 2024 from 10:00 AM – 4:00 PM. Attendance is mandatory**; you will not be contacted inviting you to the orientation. **Only those who attend orientation will be considered for a position.** Meet at the Staff Entrance on the south side of the Museum no earlier than 9:45 AM (between the Museum and the Planetarium). There will be a 45-minute break for lunch; please note, lunch will not be provided but you are welcome to bring food, go to our cafeteria, or go off-site for food.

Summer Club 2024

You must be available full days, for the entirety of a session, to apply. Camp runs weekdays only.
Preference will be given to volunteers who make themselves available for more than one session.
The more you are available, the better your chances of getting a spot!

Date	Availability, 8:30am to 4:30pm
Session 1: July 2 – July 12	
Session 2: July 15 – July 26	
Session 3: July 29 – August 9 (Excl. August 5)	
Session 4: August 12 – August 24	
Session 5: August 26 – August 30	
Name:	Email:

Please Note:

Volunteers must be 15 years of age or older as of December 31st, 2024.

The number of volunteer positions available is based on the number of activities run and anticipated visitor attendance. Attendance at the orientation session does not guarantee a position with Summer Club. A complete application and a positive review at orientation are also necessary to gain a volunteer position. If you are not accepted as a volunteer for this session, your application will be kept on file and you will be notified of future opportunities. Successful applicants will be contacted shortly after the orientation.

Application Checklist

Only those who have successfully completed their application form on time may attend orientation. Please consult the following checklist to ensure that you have properly completed your application.

Availability__ /Personal data __ /Written component __ /2 references__ /Vaccination__

If you have been accepted as a volunteer with our ROM Camp (2023/2024), Summer Club (2023), or March Break (2023, 2024), or Holiday Camp (2024) you do not need to submit new references or the written component

Questions or concerns? Please email us at studio@rom.on.ca.

Volunteer Application Form Part 2

Personal Data

NAME: _____
 Last First Pronouns

ADDRESS: _____
 Street # Name Apt # City Postal Code

TELEPHONE: _____ EMAIL: _____

Will you be 15 years or older by the end of 2024? Y / N

Have you enrolled in ROM Leadership Camp before? Y / N Year: _____ Instructor: _____

Do you have experience playing Dungeons and Dragons: _____

Please indicate the last ROMKids orientation you attended if you have previously applied for one our programs: _____

Education		
Academic level	Highest level completed	Type of certificate or diploma
Secondary School		
Community College or University		
Other		

Written Component

Questions 1 and 2 should be typed and approximately 100-150 words in length each. Question 3 is optional but should be no more than 1 page in length. Question 3 must be submitted digitally.

1. Please discuss any qualifications, skills, interests, experience or training you may have that would contribute to your success as a volunteer assistant.
2. Please discuss what you hope to gain out of volunteering.
3. Through some form of creative piece (drawing, poem, song, short story etc.), explain how your experience and skills would benefit the ROM Camp experience. Have some fun with it, show your spirit and be creative!

List of languages spoken: _____

If selected, you will be required to submit for a Vulnerable Sectors Check. All selected candidates will be provided paperwork to submit for one.

Please feel free to attach your resume or anything you think will help your application.

SIGNATURE: _____

DATE: _____

Date Received: _____ (Office Use Only)

Questions or concerns? Please email us at studio@rom.on.ca.

Summer Club 2024 Volunteer Assistant Reference Form 1

Please have a person submit a reference on your behalf. Parents, friends, and other family members are not suitable references. Please have teachers, coaches, or previous employers fill out your references. These forms should be submitted with your volunteer application or emailed directly to studio@rom.on.ca.

The following section should be filled out by the volunteer reference.

Applicant Name:	Email:	Phone Number:
-----------------	--------	---------------

Reference Name:	Email:	Phone Number:
In what capacity have you known the applicant?		How long have you known the applicant for?

The collection of personal information is governed by the Freedom of Information and Protection of Private Act (FIPPA). Should you have any questions regarding privacy provisions, please contact Kiron Mukherjee, ROMKids Manager 416.586.8043

Please evaluate the applicant in the following areas.

Note the number that best describes the applicant's performance in the comment box.

1. Attitude and Enthusiasm 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
2. Quality of Work 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
3. Ability to Work with Others 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
4. Ability to Follow Direction 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
5. Dependability 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:

The position of volunteer assistant involves working with children and youth in a leadership capacity.

Are you aware of any reasons why the applicant should not work with children? YES NO

Comments: _____

Signature: _____ Date: _____

Questions or concerns? Please email us at studio@rom.on.ca.

Summer Club 2024 Volunteer Assistant Reference Form 2

Please have a person submit a reference on your behalf. Parents, friends, and other family members are not suitable references. Please have teachers, coaches, or previous employers fill out your references. These forms should be submitted with your volunteer application or emailed directly to studio@rom.on.ca.

The following section should be filled out by the volunteer reference.

Applicant Name:	Email:	Phone Number:
-----------------	--------	---------------

Reference Name:	Email:	Phone Number:
In what capacity have you known the applicant?		How long have you known the applicant for?

The collection of personal information is governed by the Freedom of Information and Protection of Private Act (FIPPA). Should you have any questions regarding privacy provisions, please contact Kiron Mukherjee, ROMKids Manager 416.586.8043

Please evaluate the applicant in the following areas.

Note the number that best describes the applicant's performance in the comment box.

1. Attitude and Enthusiasm 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
2. Quality of Work 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
3. Ability to Work with Others 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
4. Ability to Follow Direction 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
5. Dependability 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:

The position of volunteer assistant involves working with children and youth in a leadership capacity.

Are you aware of any reasons why the applicant should not work with children? YES NO

Comments: _____

Signature: _____ Date: _____

Questions or concerns? Please email us at studio@rom.on.ca.