

Volunteers Needed!

ROM March Break Gallery Activities 2011

If you are responsible, enthusiastic and enjoy working with children, then we want you for ROM MBG 2011!

March Break Gallery Activities (MBG) run from **Saturday March 12th 2011 to Sunday March 20th 2011** and are based on the Museum's exhibits and collections. Volunteers will be working throughout the museum, interacting with visitors and assisting with a variety of hands-on activities.

What do MBG volunteers do?

MBG volunteers act as assistants in our galleries. Some of the ways they help are by:

- preparing material for activities
- facilitating children's activities such as craft areas, scavenger hunts etc.
- handling artifacts and engaging visitors in interactive gallery spaces
- helping with clean-up after activities
- managing gallery space and lines

How do I Apply?

Simply fill out the following form and return it by mail, e-mail or in person no later than **5:00 PM on Monday, February 28th, 2011**. Forms received after this date will not be processed and you will not be eligible to volunteer for the session. To provide everyone with a clear idea of how MBG works and what the role of a volunteer is, we are holding an **orientation/information session on Sunday, March 6th, from 10:30 AM – 1:30 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 10:15 AM (between the ROM and the Planetarium).

We are looking for a commitment of at least 4 to 6 days.

March Break Gallery Volunteer Dates 2011									
Shift	Saturday 12	Sunday 13	Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18	Saturday 19	Sunday 20
10:30AM to 4:30PM									
4:00PM to 8:30PM									
Name:					Email:				

Application Checklist

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

- Availability
- Personal data
- Written component
- 2 references
- Attending orientation

If you have been accepted as a volunteer with our Saturday Morning Club (Fall 2009/ 2010, Winter 2009/2010, Spring 2010), Summer Club (2010) or March Break Camp (2010) program, you do not need to submit new references or the written component.

Please Note:

March Break Gallery volunteers must be 14 years of age or older as of the first day of programming.

Please note that 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 MBG. 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.

**WE DO NOT ACCEPT APPLICATIONS BY FAX.
PLEASE SUBMIT YOUR APPLICATION BY EMAIL OR
HARDCOPY ONLY.**

March Break Gallery Activities 2011 Volunteer Assistant Reference Form

Please have *two people* submit references 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 handed in with volunteer applications in an envelope signed and sealed by the references.

If you have been accepted as a volunteer with our Saturday Morning Club (Fall 2009/ 2010, Winter 2009/2010, Spring 2010), Summer Club (2010) or March Break Camp (2010) you do not need to submit new references.

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

Applicant Name:	Email:	Phone Number:
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The following section should be filled out by the volunteer reference.

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 Jovanna Scorsone, Program Coordinator, 416.586.8043

Please evaluate the applicant on the following areas. Circle the number that best describes the applicant's performance.

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

The position of MBG 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 Date: _____ Signature: _____

Comments: _____
