

# Volunteers Needed!

## ROMKids Saturday Club (Winter, Spring 2024)

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

**What is ROMKids Camp?** 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 ROMKids Camp 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 during the ongoing COVID-19 pandemic ROMKids 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 provided to enter the Museum. Your vaccine certificate must be emailed with your application to enter the building and submitted to ROMKids upon acceptance to the program.
- If you have any questions please get in touch with us at [studio@rom.on.ca](mailto:studio@rom.on.ca).

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### 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 reference\_\_ / Proof of Full COVID-19 Vaccination\_\_

*If you have been accepted as a volunteer with our ROM Camp (2022/2023), Summer Club (2022, 2023), or March Break (2022, 2023), or Holiday Camp (2022/2023) you do not need to submit new references or the written component.*

Questions or concerns? Please email us at [studio@rom.on.ca](mailto:studio@rom.on.ca).

# Volunteer Application Form Part 1

## Complete & return to:

Alex Schnekenburger, ROMKids Coordinator and Assistant Camp Director

**Email: [studio@rom.on.ca](mailto:studio@rom.on.ca)**

Royal Ontario Museum

## How do I Apply?

Simply fill out the following form and return by e-mail no later than **5:00 PM on Wednesday, December 6<sup>th</sup>, 2023**. 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, December 9<sup>th</sup>, 2023 from 10:00 AM – 2:00 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 9:35 AM (between the Museum and the Planetarium).

You must be fully available for the entire session. You can sign up for the **AM** (830am to 1230pm), **PM** (1200PM to 430pm) or **Full Day** (830am to 430pm).

The more you are available, the more likely you are to be accepted.

Session	Available (AM, PM, or FD)
<b>Winter:</b> Saturdays, January 13 – March 2, 2024 (excludes February 17), (7 weeks)	
<b>Spring:</b> Saturdays, April 6 – June 1, 2024 (excludes May 18), (8 weeks)	
Name:	Email:

## Please Note:

**Volunteers must be 15 years of age or older as of your first day volunteering.**

*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 ROMKids. 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.*

Questions or concerns? Please email us at [studio@rom.on.ca](mailto:studio@rom.on.ca).

## Volunteer Application Form Part 2

### Personal Data

NAME: \_\_\_\_\_  
 Last First Pronouns

ADDRESS: \_\_\_\_\_  
 Street # Name Apt # City Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME \_\_\_\_\_ NUMBER: \_\_\_\_\_

Will you be 15 years or older by the end of 2023? Y\_\_ / N\_\_

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

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. All questions should be attached to your application.

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](mailto:studio@rom.on.ca).

## ROMKids 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](mailto:studio@rom.on.ca).

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

Applicant Name:	Email:	Phone Number:
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Reference Name:	Email:	Phone Number:
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In what capacity have you known the applicant?	How long have you known the applicant for?
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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, [studio@rom.on.ca](mailto:studio@rom.on.ca).

Please evaluate the applicant in the following areas. Note the number that best describes the applicant's performance in the comment box.

<b>1. Attitude and Enthusiasm</b> 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
<b>2. Quality of Work</b> 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
<b>3. Ability to Work with Others</b> 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
<b>4. Ability to Follow Direction</b> 5 – Outstanding 4 –Above Average 3 – Average 2 – Needs Improvement 1 – Unsatisfactory Comment:
<b>5. Dependability</b> 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](mailto:studio@rom.on.ca).

## ROMKids 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](mailto:studio@rom.on.ca).

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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