

# Volunteers Needed!

## ROM Summer Club 2014

If you are responsible, enthusiastic and enjoy working with children, then we want you for ROM SC 2014!

### What is Summer Club?

One of the city's most creative and diverse summer camps for over seventy years, we offer an exciting array of fun, activity-based programs inspired by the collections and research of a world-class museum. The ROM's fascinating galleries, authentic artifacts and outstanding professional staff guarantee that your 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

### 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 Tuesday, June 3<sup>rd</sup>, 2014**. 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 Summer Club works and what the role of a volunteer is, we are holding an **orientation/information session on Sunday, June 8<sup>th</sup>, from 10:30 AM – 4:30 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).

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!

Sessions and Dates	Full Day: 8:30am-4:30pm
<b>Session 1:</b> June 30 - July 11 (July 1 excluded)	
<b>Session 2:</b> July 14 - July 25	
<b>Session 3:</b> Jul 28 - Aug 8 (Aug 4 excluded)	
<b>Session 4:</b> Aug 11 - Aug 22	
<b>Session 5:</b> Aug 25 - Aug 29	
<b>Name:</b>	<b>Email:</b>

### 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 2013, Winter 2014, Spring 2014), Summer Club (2013) or March Break Camp (2013) program, you do not need to submit new references or the written component.*

### Please Note:

**Summer Club volunteers must be 16 years of age or older as of the first day of camp. ROM Summer Club Leadership graduates can apply at 15 years of age.**

*Please note that the number of volunteer positions available is based on the number of children enrolled in our programs. Attendance at the orientation session does not guarantee a position at 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.*

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

**Date Received:** \_\_\_\_\_ (Office Use Only)

## Summer Club 2014 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 2013, Winter 2014, Spring 2014), Summer Club (2013) or March Break Camp (2013) program, you do not need to submit new references or the written component.*

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 Kiron Mukherjee, ROMKids Assistant Coordinator, 416.586.8043

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

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

The position of Summer Club 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:** \_\_\_\_\_

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