Volunteers Needed!
ROM March Break Camp 2016

If you are responsible, enthusiastic and enjoy working with children, then we want you for ROM MBC 2016!

What is March Break Camp?
One of the city’s most creative and diverse March Break camps, 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 March Break 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

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, February 23rd. 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 March Break Camp works and what the role of a volunteer is, we are holding an orientation/information session on Sunday, February 28th, 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 9:45 AM (between the ROM and the Planetarium).

Volunteers must be available for the entire session.

<table>
<thead>
<tr>
<th>Sessions and Dates</th>
<th>Full Day: 8:30am-4:30pm</th>
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</thead>
<tbody>
<tr>
<td>Monday March 14th to Friday March 18th</td>
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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 (2015-16), Summer Club (2015) or March Break Camp (2015) program, you do not need to submit new references or the written component.

Please Note:
March Break Camp 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 March Break Camp. 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.
Volunteer Application Form

Complete & return to:
Kiron Mukherjee, ROM Kids Coordinator
(Phone: 416.586.8043   Email: studio@rom.on.ca)
Royal Ontario Museum, 100 Queen's Park, Toronto, ON, M5S 2C6

Personal Data
NAME:_________________________________________________________________________________________________

ADDRESS:____________________________________________________________________
Street #   Name     Apt #    City    Postal Code

TELEPHONE:_________________ EMAIL:____________________________________________________________________

Are you 16 years or older? 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

<table>
<thead>
<tr>
<th>Academic level</th>
<th>Highest level completed</th>
<th>Type of certificate or diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary School</td>
<td></td>
<td></td>
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<tr>
<td>Community College or University</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
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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. Furthermore, question 3 can be scanned and sent in with your digital application, or mailed in hardcopy.

1. Please discuss any qualifications, skills, interests, experience or training you may have that would contribute to your success as a volunteer assistant at MBC.

2. Please discuss what you hope to gain out of volunteering with MBC.

3. Through some form of creative piece (drawing, poem, song, short story etc.), explain how your experience and skills would benefit the MBC experience. Have some fun with it, show your spirit and be creative!

Do you have experience with clay? Y / N

Do you have experience with digital photography/ editing? Y / N

Do you enjoy drama and have experience with the subject? Y / N

Do you have working knowledge of the RPG - Dungeons and Dragons? Y / N

List of languages spoken: ____________________________________________________________

Police/ Vulnerable Persons Checks received within the last year are considered an asset. Please indicate if have one that you can provide upon request: Y / N

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

SIGNATURE_________________________________________ DATE____________________________________

Questions or concerns? Please email us at studio@rom.on.ca.
# March Break Camp 2016 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 are to be handed in with volunteer applications.

If you have been accepted as a volunteer with our Saturday Morning Club (2014-15), Summer Club (2014) or March Break Camp (2015) program, you do not need to submit new references or the written component.

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

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Email:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Reference Name:</th>
<th>Email:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

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, ROM Kids Coordinator, 416.596.3043

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

<table>
<thead>
<tr>
<th>1. Attitude and Enthusiasm</th>
<th>5 - Outstanding</th>
<th>4 - Above Average</th>
<th>3 - Good</th>
<th>2 - Needs Improvement</th>
<th>1 - Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>2. Quality of Work</th>
<th>5 - Outstanding</th>
<th>4 - Above Average</th>
<th>3 - Good</th>
<th>2 - Needs Improvement</th>
<th>1 - Unsatisfactory</th>
</tr>
</thead>
<tbody>
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<tr>
<th>3. Ability to Work with Others</th>
<th>5 - Outstanding</th>
<th>4 - Above Average</th>
<th>3 - Good</th>
<th>2 - Needs Improvement</th>
<th>1 - Unsatisfactory</th>
</tr>
</thead>
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<tr>
<th>4. Ability to Follow Direction</th>
<th>5 - Outstanding</th>
<th>4 - Above Average</th>
<th>3 - Good</th>
<th>2 - Needs Improvement</th>
<th>1 - Unsatisfactory</th>
</tr>
</thead>
<tbody>
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<tr>
<th>5. Dependability</th>
<th>5 - Outstanding</th>
<th>4 - Above Average</th>
<th>3 - Good</th>
<th>2 - Needs Improvement</th>
<th>1 - Unsatisfactory</th>
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The position of March Break Camp 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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Questions or concerns? Please email us at studio@rom.on.ca.