

Fall 2017

JUNIOR VOLUNTEER PROGRAM

A PILOT PROGRAM FOR HIGH SCHOOL LEVEL INTERNSHIPS

AVAILABILITY

2 Spots available for High School Students

RESPONSIBILITIES

Volunteers will have the opportunity to rotate between several areas of the museum areas from collections management to working with the reception desk activities

- Museum staff will take into account the interests and skills of the individual junior volunteer
- An individual staff member will be assigned to the volunteer to assist in training or support that the junior volunteer may need

Collections Management

- Junior Volunteers will work in our database (PastPerfect) to enter data and assist in any record keeping needed
- Junior Volunteers will learn to properly wrap and shelve books in our library
- Junior Volunteers will help generate reports from our database

Reception Desk Activities & Exhibits

- Junior Volunteers will greet visitors and assist with questions about our collections or exhibits on Free Admission Saturdays (every 1st Saturday of the month).
- Junior Volunteers will help check our exhibit areas and assist in preparing exhibits for public display
 - This includes turning on lights, turning on interactives, and prepping items/exhibit labels for visitors

SCHEDULE

Weekly: Fridays and Saturdays – 11 am – 4 pm

- Junior Volunteers are responsible for their own transportation to and from the Bosque Museum.
- Junior Volunteers may bring a lunch or leave for lunch
- The Bosque Museum requires the Junior Volunteers to keep up with their own volunteer hours and record them in our volunteer logs.
- If the Junior Volunteer needs to adjust their schedule, the Bosque Museum would like to be notified at least 24hrs in advance.

bosquemuseum.org/juniorvolunteer

ENVIRONMENT

Professionalism

- We expect Junior Volunteers to respect the artifacts, equipment, staff, and other volunteers of the Bosque Museum and conduct themselves in a professional manner
- Attire should be business casual
 - Closed-toed shoes are preferred
 - Collections areas are kept at 69°; other areas are kept at 72-73°
 - A light jacket may be worn, if needed