

Volunteer Job Description

Title: Museum Interpreter

Purpose: Interpreters are ambassadors who facilitate meaningful experiences for our visitors by welcoming guests, providing information about the current exhibits, and enriching their learning experiences by helping them to make meaning of our collection.

Reports to: Program Director

Benefits:

- Volunteer 50 hours a year get an Individual membership to the museum; volunteer 75 hours a year get a Family membership
- Get a better understanding of whaling and Long Island's history and waters
- Share your knowledge with people from all over the Island (and the world!)
- Empower the next generation with an understanding of our past, and share the spark of inspiration when teaching about the wonders of our seas
- Training in the field of education, if involved with our programs
- Gift shop discount

Responsibilities:

- Communicate information to visitors about our exhibits and artifacts
- Man front admission desk, handle admission money, and record number of visitors
- Answer any phone calls about the museum's offerings
- Handle gift shop purchases
- Assist with opening/closing the museum

Additional responsibilities, as chosen:

- Assist our educators in teaching school (weekday mornings) and/or family programs (selected weekends, holidays, or Monday afternoons)
- Assist with special events and off-site local community events (craft/information table)
- Help with other special museum projects

Qualifications:

- Interest in furthering the museum's mission
- Interest in serving the general public
- Ability to be patient, courteous, and diplomatic with visitors
- Articulate and neatly dressed
- A desire to learn while helping others

Training provided:

- Explanatory walk-through of museum, shadowing, and appropriate literature

Time Commitment: Museum interpreters are asked to give one half-day every week, every two weeks, or once a month. Front-desk shifts are from 11-2 or 2-5. Volunteers interested in education or special events may come in on specific dates and times.

Volunteer Form

Thank you for your interest in volunteering at our museum! Please tell us about yourself below, and send your form to us either by mail, fax, or email:
The Whaling Museum • 279 Main Street, Cold Spring Harbor NY, 11724
Fax 631-692-7037 • Email ndayan@cshwhalingmuseum.org



about me

Name:		Date:
Address:		
Phone: Best time to call:	Email:	
Emergency contact, just in case:		
Do you have a valid Driver's License?	Age Range (circle): 15-20 20-39 40-59 60+	
Why I want to volunteer at the museum (and what I hope to gain):		
Any special skills/interests/hobbies/talents:		

experience

Education:
Work Experience:
Any prior volunteer experience? (include organization names and dates of service)
One character reference: (include relationship and phone number)

availability

	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

If time is variable please explain: _____

Are you available to help with special events?

How long are you looking to volunteer for?

Any Physical Limitations: No ___ Yes (please specify:) _____

Any Medical Limitations: No ___ Yes (please specify:) _____

interest

The following information will assist us in giving you appropriate and interesting volunteer projects! Please skip any questions you want to skip.

Age group(s) you prefer to work with:

___ Preschool ___ Elementary ___ Secondary ___ Adult
___ Seniors ___ General Visitation, Families

What are your interests / areas of expertise?

Science

- Biology
- Botany
- Chemistry
- Ecology
- Entomology
- Geology
- Herpetology
- Horticulture
- Ornithology
- Zoology
- Energy Conservation

Other:

- Desktop Publishing, Graphic Design
- Public Speaking
- Facebook, Social Media
- Grant Writing

Education and Arts:

- Curriculum Development
- Music
- Working with Artifacts, Collections, Archives
- Teaching
- Naturalist Educator
- Theater
- Exhibit Creation & Design
- Arts, art-making, visual arts
- Writing

Other Areas of Interest: _____

Language proficiency other than English: _____

looking forward to meeting you!

Background Check Form

It is the policy of The Whaling Museum to require any volunteer or staff person (especially those who will have any possible access to children) to complete this disclosure form.

Volunteers and staff will also be checked on the Criminal History Background Check files. Criminal history listed on this Background Check is for crimes against persons and personal property, of the kind listed below.

All information below is held in strictest confidence and are used for volunteering eligibility only.

Please check the appropriate blocks and provide additional information, if applicable.

Have you been:

1. Convicted of any crime against children or other persons? "Crime against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct With a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future.

No _____ Yes _____

2. Convicted of crimes relating to financial exploitation if the victim was a vulnerable adult ? "Crimes relating to financial exploitation" means a conviction for first, second or third degree extortion; first, second or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

No _____ Yes _____

3. Found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?

No _____ Yes _____

4. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor?

No _____ Yes _____

5. Found in any **disciplinary board final decision** to have **sexually or physically abused or exploited any minor or developmentally disabled person** or to have abused or financially exploited any vulnerable adult?

No _____ Yes _____

6. Found by a court in a **protection proceeding** under to have **abused or financially exploited a vulnerable adult**?

No _____ Yes _____

If your answer is “yes” to any of the above questions, the space below allows for an account summary of proceedings, and explanation of circumstances:

Notice: An inquiry may be made to the New York State Police Department and/or Federal Law Enforcement Agency with regards to the above statements.

I have read the information stated above and I certify under penalty of perjury under the laws of the State of New York that the foregoing is true and correct.

I authorize Cold Spring Harbor Whaling Museum to make such investigations and inquiries as may be necessary in arriving at a volunteer or staff assignment decision.

In the event of volunteer or staff assignment, I understand that **false or misleading information given in my application or interview(s) may result in discharge.**

I understand that I am required to abide by all policies, procedures and regulations of The Whaling Museum.

Signature: _____

Name in Print: _____ Date: _____

