



POTTSTOWN CHILDREN'S DISCOVERY CENTER ·
95 South Hanover Street, Pottstown, Pa 19464 · (610) 906- 9192 ·
<https://www.pottstowndiscoverykids.org/>
VOLUNTEER APPLICATION*

Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Email: _____

School or Employer: _____

Teacher or Supervisor: _____ Phone # _____

In case of emergency, please notify: Name: _____ Phone: _____

Education

Highest level completed

- Less than High School
- High School diploma
- Some College
- Associate Degree
- Bachelor Degree, or higher
-

Volunteer Preference

- Board Member
- Event Volunteer
- Committee Member
- Museum Volunteer
- Other

Availability (9 am - 8 pm)

- Mon. _____
- Tues. _____
- Wed. _____
- Thurs. _____
- Fri. (9-6 only) _____
- Sat.(9-5 only) _____
- Sun (9-5 only) _____

I will be available to volunteer beginning on _____ (date)

Why would you like to be a PCDC volunteer? _____

Please describe any hobbies, activities, interests, computer experience or other skills that would be helpful to us in placing you in a volunteer/community service worker position.

Please list any past volunteer/work experience you feel might be useful _____

Have you ever been convicted of a crime? Yes _____ No _____ (Conviction will not necessarily disqualify an applicant)

If yes, please explain and provide date(s)/location(s): _____

Background Checks

Volunteers who are 18 years of age or older must obtain the following background checks, with the understanding that any volunteer opportunities are contingent upon the results of these background checks:

- PA State Police Criminal History Clearance
- PA Child Abuse History Clearance
- FBI Clearance

PCDC will provide further information explaining how to obtain these background checks once this completed application is submitted.

Certification

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand that, as a community service worker/volunteer, I will be assigned to perform whatever duties PCDC considers most necessary and helpful to its operation. I also understand that my work will be reviewed and, at any time, PCDC may terminate my services.

I understand that activities are voluntary, and I am participating at my own risk.

By signing this application, I agree to abide by the policies of the Pottstown Children’s Discovery Center, and the Guidelines for Volunteers, which are set forth on page 3 of this application.

I agree to keep confidential all PCDC user information or any records I may encounter.

Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

(Required for applicants under age 18)

Printed Name: _____

<p><i>Please return the first two pages of this application and keep the third page for your reference. If your application is accepted, PCDC will reach out with further information.</i></p> <p><i>Thank you for your interest in helping our Museum!</i></p>

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GUIDELINES FOR VOLUNTEERS

Keep this page for your reference

The Pottstown Children's Discovery Center welcomes your participation as a volunteer at the Museum. We hope your association with the Museum will be a pleasant and rewarding experience. The contribution of your time and talents will help PCDC maintain and improve the high standards of the museum services expected by the residents of Pottstown.

The Museum agrees:

1. To provide you with a safe work environment.
2. To provide supervision and training by a member of the staff, who will answer your questions and provide feedback regarding your work

The following guidelines will assist you in performing your assignments:

1. Workers will report to the designated staff member, on time, according to a mutually agreeable schedule. In case of illness or other reason for absence, workers should notify the center as early as possible.
2. A time sheet is kept on file for each worker in the area to which they are assigned. Each worker is required to sign in and out.
3. Workers will receive training in job procedures by a museum staff member. Any changes in procedure should not be made without consultation with museum staff.
4. The facilities of a staff break room are available for worker use. An area for personal items will be offered, if needed. Food and drinks may be consumed only in break areas.
5. Workers should maintain a courteous, pleasant, and businesslike manner in public areas. Personal phone calls, texting, and socializing with friends, relatives or other staff members during the work period are not appropriate. Children, or other relatives or friends are not permitted in non-public areas. Workers should maintain the dignity and integrity of the museum with the public and with patron confidentiality, which is guaranteed under the law.
6. A "VOLUNTEER" shirt and badge are to be worn while working. Workers are to dress in a neat, well-groomed manner.
7. Any questions asked by patrons in the public areas should be referred to a museum staff member, except for the directional questions such as, "Where are the restrooms?"
8. Volunteers who are unable to follow instructions from Museum staff will be asked to resign from the volunteer program.