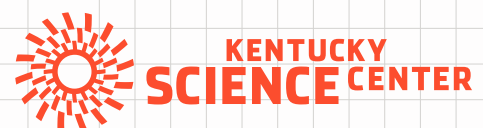
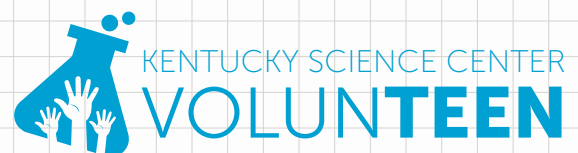




Summer 2023

Volunteer Program Application Packet



1. Welcome!

Welcome to the Summer 2023 Volunteer Program Application Packet!

Thank you for expressing interest in this year's program here at the Science Center! The Volunteer Program at KSC encourages young people to become engaged with their Louisville community through offering hands-on opportunities to Do Science while upholding the values of the Kentucky Science Center and sharing our mission with guests.

During your time as a Volunteer, you will create new friendships with members of your cohort, develop professional relationships with KSC staff, become familiar with the day-to-day operations of your assigned department, and be given the opportunity to make a difference in the lives and experiences of our guests.

This packet contains information regarding important program dates and deadlines, requirements, and department position options. Please take time to review this document and reach out if you have any questions, concerns, or would like to learn about additional volunteer opportunities

Alexa Meza, Volunteer Program Director
Guest Relations Coordinator
Kentucky Science Center

Email: ksc.volunteer@louisvilleky.gov
Phone: 502-574-7563



Volunteer team leads

STEPHANIE



Visitor Services

HANNAH



Visitor Experience:
School's Out Science Camp

ELLIE



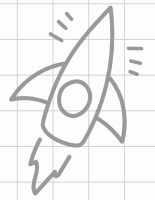
Visitor Experience:
Facilitation and Education

2. Checklist

Due Date: No later than Friday, March 31st, 2022 at 11:59 PM

Check off each of the following as you complete them.

- ☐ Review program requirements
- ☐ Review mandatory program dates and deadlines
- ☐ Review department position availability and their respective shift offerings
- ☐ Complete the online application: <http://bttr.im/xtpdy>



Once selected for the program, teens will be required to submit a teen/parent contract, a medical release/emergency contact form, and a media release form.



3. Requirements

Please review the following list of requirements before submitting an application.

If you have questions about any of these commitment expectations, please email Volunteer Program Director Alexa Meza at ksc.volunteer@louisvilleky.gov.

- In addition to submitting an application, prospective Volunteers are required to **participate in a group interview** with other applicants and KSC staff.
- If accepted into the program, teens are required to **attend the orientation and training session** prior to the start of the program.
- Volunteers are **expected to complete one shift per week for the eight-week duration of the program**. Shift times and lengths vary by department in order to accommodate the wide range of teen availability and commitment interest. By the end of the program, teens will have different numbers of total volunteer hours, but all will finish with at least eight shifts complete.
- Volunteers are encouraged to take on additional shifts throughout the summer, but they will not count toward the program minimum or allow teens to complete the program sooner. Individuals who volunteer more than the required minimum will receive recognition at the recognition ceremony at the end of the program.
- In the event of illness, injury, or emergency that prevents the teen from completing one or more shifts, teens are required to communicate with their department lead and discuss an appropriate time for them to make up their shift. Department leads will work with Volunteers to provide makeup options that fit within the teens availability; opportunities for makeup shifts include working for the teen's assigned department on a different day, volunteering at an after-hours event like Family Movie Nights, or assisting in birthday parties on Saturdays and Sundays.

4. Positions

Visitor Services

Shift Times: Wednesday, Friday, or Saturday; 10AM-2PM

Gain valuable experience in next-level customer service perfect for future careers in nonprofit work. Volunteers will work with team members in the Visitor Services department to assist guests and promote memberships and other services on offer at Kentucky Science Center. Volunteers will be challenged to step out of their comfort zone and engage effectively with fellow team members and guests of all ages. Responsibilities may include but are not limited to:

- Tidying up the lunchroom after camp/school groups
- Promoting movies, gift shop items, and memberships
- Stocking and cleaning up the gift shop
- Assisting in facilitation of films in our 4-story theater

Visitor Experience: School's Out Science Camp

Shift Times: Sunday-Friday; 10AM-5PM

Do you have a passion for helping train the next generation of scientists? Grab your gloves and goggles as you help Do Science in the classroom! Learn the fundamentals of classroom management as you gain experience with children in grades Pre-K through 5th. Volunteers will collaborate with other teachers and counselors on class curriculum and share your love for learning! Responsibilities may include but are not limited to:

- Leading a class with the support of seasonal staff members
- Assisting teachers and counselors in the classroom
- Set up/tear down of classrooms, lunchrooms, registration, and check out
- Assisting with the registration or check-out process

Visitor Experience: Education and Facilitation

Shift Times: Monday-Friday; 10AM-3PM

Be a part of a team of brilliant scientists at Kentucky Science Center! Engage with guests and provide hands-on opportunities to Do Science. Volunteers will learn how to facilitate activities and learn how to encourage guests to participate in science experiments, interact with Science Center exhibits, and discover that science is all around us! Responsibilities may include but are not limited to:

- Assisting with walk-up activities
- Engaging guests in the exhibit experience through invitation, enhancement, and activity extensions
- Restaging exhibits

5. Important Dates

Applications Deadline:

March 31st

Interviews:

April 27th and April 29th

Orientation:

May 27th

Program Duration:

June 5th- July 28th

★ Recognition Ceremony and Overnight Event

March

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May

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June

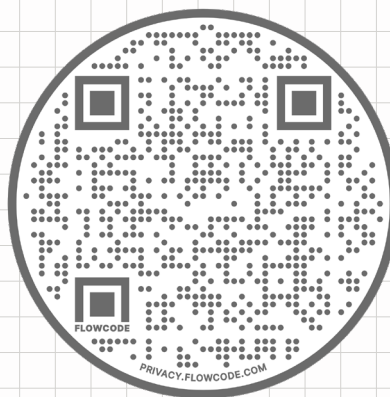
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July

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6. How-To

In order to be considered for the 2023 Summer Volunteer Program, you must complete the Volunteer Application. You can find the application at <http://bttr.im/xtpdy> by scanning this QR code:



Physical applications can be found at the admission's desk of our flagship facility and may be returned to a front desk staff member or mailed to the following address, postmarked no later than Friday, March 31st, 2023:

Alexa Meza
Kentucky Science Center
727 W Main St
Louisville, KY
40202

1. Create an account or sign in if you already have a Better Impact account

- Enter a username

Your username should be your first and last name followed by 727. If your username is already taken, you should add your middle initial. No caps, underscores, or spaces

Ex: alexameza727 or alexabmeza727

2. Enter your email

You must enter your own personal email. You will receive communication from the Science Center at this email so make sure the email you use is easily accessible to you. You may enter your adult/ guardian's email address on the next page.

Click the purple 'Save and Continue' button

3. Create a password

- Choose a password that is easy for you to remember

Fill out your additional contact information and click 'Save and Continue'

Proceed to fill out the remainder of the application and when complete, click the 'Submit Application' button.

Completed Applications must be submitted by Friday, March 31st at 11:59 PM.

If you have any questions about the Volunteer Program, please contact Alexa Meza.

Volunteer Department:

ksc.volunteer@louisvilleky.gov
(502) 574-7563

7. FAQ

How old do I have to be to apply?

The Summer Volunteer Program requires applicants to be at least 14 years old prior to the start of the program on June 5th, 2023. Applicants must also be entering their freshman year of high school or higher for the 2023-2024 school year.

Is there a fee to participate in the program?

No, there is no cost required to be a Volunteer. Applicants should consider external costs like food and transportation prior to applying. For lunches during the program, teens have the option of bringing their own or going next door to Subway to purchase lunch.

Why would someone not be accepted into the Volunteer Program?

While we would love to accept all applicants into the Volunteer Program, there are a few reasons why we would choose someone to participate in this program:

- The individual has limited available and will be unable to commit to volunteering one day a week during the eight-week program
- The individual is uninterested or uncomfortable talking to guests. We understand that many teens are nervous during their interview, however, we are looking for individuals who puts forth an effort to make eye contact, smile, show excitement about the program, and be genuinely interested in learning
- We get the impression that an individual is only here for a class credit or for their parents and they are not interested in being at the Science Center. We are looking for volunteers who genuinely want to be a part of the program and are interested in volunteering

I have a conflict during the scheduled orientation/ training session. Can I make the training up at a different time?

Unfortunately, if you cannot attend the orientation on Saturday, May 27th, then you will not be able to participate in the Summer Volunteer Program this year. Please check the KSC volunteer webpage throughout the year for additional opportunities to volunteer.

7. FAQ (cont.)

Do I need to provide a list of references or have a certain GPA to apply?

No, in an effort to make the Volunteer Program as accessible to teens as possible, references are no longer required. The application will collect information about your academic institution and grade level, but there is no minimum GPA an applicant must have.

I need documentation of my hours for a class or extra-curricular activity. How can I get that?

We are more than happy to sign forms confirming your participation in the Summer Volunteer Program once you have completed the minimum requirement of eight shifts by the end of the summer and have upheld the standards and expectations set forth by the Volunteer Center. On the application, you will have the opportunity to let us know what kind of documentation it is that you need.



