Volunteer Requirements, Procedures & Goals

Thank you for your interest in serving your community! Homewood Science Center primarily needs volunteers for STEM Saturdays, 10 am - 1pm, but volunteers are also needed occasionally for building maintenance and special events. You will be contacted separately when additional needs arise. Below are the volunteer requirements, procedures and goals.

# Requirements

1. Students ages 13 and older are encouraged to apply to volunteer. This is the [link](https://airtable.com/shrC98qq9vuPHcjSY) to the STEM Saturdays volunteer application. You will be notified about a training session and scheduling.
2. An interest in science, technology, engineering, art and mathematics is a plus, but not required. Willingness and enthusiasm to serve your community is required.
3. Ability to volunteer on a Saturday at least once per month, 9:30 am - 1:30 pm is required.
4. If you volunteer more than 100 hours in a year, you will be eligible to apply for the Homewood Science Center high school internship program.

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# Procedures

1. Confirm your STEM Saturdays attendance by texting Dominique Barksdale at 708-821-8883 **BY THE 1ST OF EVERY MONTH**. In Dominique’s absence, please text Janna Henry at 708-805-0194. If you need to cancel, please text Dominique Barksdale at 708-821-8883 or Nathan Ford at 708-548-3959.
2. Please arrive by 9:30 am and enter from the back of the building on Martin Ave. Place any belongings either in the locker area or in the basement at the main table.
3. Volunteer name tags and Homewood Science Center aprons are available at the back entrance. We ask that you wear a name tag and an apron, so that the guests can identify you as a volunteer.
4. It is your responsibility to keep track of your own volunteer hours. If you need someone to sign-off on your hours for NJHS or NHS, it is your responsibility to ask Dominique, Janna or Edie to do so.
5. Familiarize yourself with Homewood Science Center staff:
   1. Dominique Barksdale, *STEM Educator*, 708-821-8883
   2. Nathan Ford, *High School Intern*, 708-548-3959
   3. Janna Henry, *Operations Manager*, 708-805-0194
   4. Edie Dobrez, *Executive Director*, 708-218-6628
6. When you arrive we ask that you assist in getting the space ready for visitors.

MWT:

* Turn on lights and be sure tables are folded up and wheeled to the side of the room and black chairs are stacked (unless a special event is scheduled for that Saturday, please confirm set-up with Dominique, Nathan or Janna). Imagination Playground blocks should be wheeled into the space, as well as dinosaur building materials and large magnet tile bin (all located in the back hallway)
* Turn on video screen and make sure music is playing

NANO:

* Turn on lights and make sure all exhibit materials are put back & ready for play and chairs are pushed in

STEAM STUDIO:

* Turn on lights and make sure tables are organized & wiped down and Makerspace is stocked. Any additional Makerspace materials needed can be found in the basement. Inform Dominique, Nathan or Janna of any out of stock items.
* Make sure any exhibit materials are put back & ready for play
* Video screen should be turned on and music should be playing

PRE-K ROOM:

* Turn on lights and plug in magnet table
* Make sure all areas are picked up & ready for play

GENERAL:

* All remaining lights should be turned on, front door unlocked and all exhibits should be plugged in (including the hallway skeleton and the light table in the Pre-K room)
* Make sure front desk is tidy and both computers are ready for guest sign-in
* Check bathrooms for tidiness and supplies. Any extra supplies are located in the closet in the girls bathroom

1. You should greet guests and presenters and offer to show them around. Look for opportunities to show guests the making and engineering activities. *If guests leave an area, please ask if it is OK to clean up the space, so it looks appealing to the next family.*
2. You may be assigned additional volunteer tasks such as kit making, cleaning, or organizing.
3. Look for opportunities to present an activity! There are kits of activities in the supply closet and the basement.
4. Attendee expectations are clearly posted on the presentation screens. If the expectations are not being met, please remind guests about the expectations of attendees. If the behavior continues, please let staff know as soon as possible and they will handle the situation.
5. Leaving the Science Center during your volunteering is **not** permitted. You are making a commitment to the whole duration of STEM Saturdays and unless previously communicated, you may not leave unless expressed permission and communication.
6. At the end of the day, cleaning up the Science Center is mandatory before leaving the building.

* The Steam Studio should be picked up, organized and restocked and all tables and stools should be wiped down
* All exhibit items should be put back and re-organized in all rooms
* All items in MWT (Imagination Playground blocks, dinosaur parts and magnet tiles) should be put back into respective bins and wheeled into the back hallway
* Volunteers should ask about next event in MWT and set-up appropriately
* Garbage should be taken out in all areas, floors should be swept when necessary and all carpets should be vacuumed
* Both bathrooms should be checked and restocked with supplies if needed

# Goals and Attitude of Volunteers *(The “ACTs” of Volunteering)*

The main goals of a volunteer at the Homewood Science Center are:

1. **Altruism**
   1. Self-less concern for the interest of others is exactly what we look for in our volunteers.
   2. We want you to enjoy your time here and to feel comfortable helping around Homewood Science Center. Asking, “Do you need help with anything?” or “Can I help you?” to staff or patrons is a great way to make others feel welcomed as well as knowing that your presence at HSC has an impact through supporting others.
   3. We expect our volunteers to practice extrinsic qualities surrounding the upkeep and decor of the building. If you see trash that is overflowing or materials that can be thrown or put away, kindly tend to this matter. If you see places in the main rooms (Michael Wexler Theater and STEAM Studio) that have materials laying around or the items are beginning to look messy, please take some time to reorganize and clean for patrons.
   4. Our goal is to teach volunteers to have an eye for things that need to be done even if you are not asked to complete them beforehand - this shows initiative and life skills.
2. **Customer Service**
   1. Members of the community come regularly to enjoy the fun we offer and are familiar with the rules and guidelines of STEM Saturdays. For those who are new, giving a detailed tour of the building and explaining the expectations of each room helps them feel included and gives a more personalized experience.
   2. The more you volunteer, the more people you will recognize. Please always acknowledge new and old patrons when entering and leaving the building.
   3. There will be children in many rooms trying out new things, please encourage this inquiry and exploration. Young children enjoy attention from young adults. Children love it when you join their fun!
3. **Team Work**
   1. As a volunteer your role at Homewood Science Center is to support the success of STEM Saturdays. We will require you to do tasks that are outside of monitoring and guiding children. We may ask you to move tables, take trash out, clean tables, and move things to other rooms. We expect that you will help us with these tasks as it is a team effort to run Homewood Science Center.
   2. Volunteering may also include helping other invited guests set up their presentations, bring in items from their car, or even help them facilitate their workshop. We regularly have Cook County Forest Preserve and other community members present new topics and activities to our patrons and as a volunteer, you may be asked to support others in these moments. This is an excellent opportunity for you to network and learn about career opportunities in STEAM.