Tennessee Aquarium
High School
YOUTH VOLUNTEER
APPLICATION PACKET

Application Process:

- **Fifteen students will be chosen to participate in the high school volunteer program for the Tennessee Aquarium.**

- **Applications are due no later than Friday, November 2, 2012 at 5:00 PM (no exceptions) and notification letters will be mailed the week of November 7th, 2012.**

- **Applicants must be high school students between the ages of 14-17 years old who have completed at least one year of high school science and be able to volunteer for ONE calendar year.**

- **One MANDATORY training class will be held on Saturday, November 17, 2012 from 10:00 AM to 3:30 PM.**
  (no make-up session will be available)

- **Applications must be filled out by the student!**

TENNESSEE AQUARIUM

High School Youth Volunteer Requirements

Applicants must have completed one year of High School Science and be 14 to 17 years of age to apply

Please submit the following 3 items to complete your application:

- **One reference letter:** (teacher, community leader, minister, or family friend). No relatives please!
- **Application:** all information must be completed entirely by the student.
- **Complete** the **essay questions below** on the back of the application form.

Incomplete & late applications will be rejected.

1. **You must be able to attend the training class to apply**. There is no make-up session. Will you be able to attend the class on Saturday, November 17, 2012, from 10:00 AM to 3:30 PM

2. Have you applied to this program before or have you ever volunteered at the Aquarium in the past?

3. Will you start volunteering with a regular 4.5 hour shift within 1-2 weeks after training?

4. What qualities and characteristics do you feel would make someone a successful volunteer?

5. Are you comfortable with speaking to the public, giving presentations or giving instructions to others? Do you have previous experience with these kinds of activities?

6. Explain some of the ways you are able to manage your time. (Example: keeping appointments; meeting deadlines; doing chores, etc)

7. What is your favorite class/subject in school and why?

8. Why do you think Volunteers are important to organizations like the Aquarium?

Please return completed application, reference letter and completed questions to:

Tennessee Aquarium, Volunteer Office, P.O. Box 11048, Chattanooga, TN 37401
FAX: 423-756-1849, phone: 423-785-3057, jmp@tnaqua.org

Tennessee Aquarium
High School Youth Volunteers (must be 14-17 years old)

Youth Volunteer Position Description:
Youth volunteers are stationed in designated galleries to interpret exhibits by engaging guests with information about the habitats, animals and plants of the Tennessee Aquarium. This volunteer position is part of the Education Department.

Time commitment:
- commit to one year of service
- requirement of 2 shifts per month to remain active in the program (weekends, school breaks or/and weekdays in the summer)
- a youth volunteer will become INACTIVE after 30 days with no volunteer service. This means you are dismissed from the program.

Shifts to choose from:
- two 4 1/2 hours shifts are offered every day of the week, from 9:30 AM-2:00 PM or from 1:30-6:00 PM.

Work area:
- Tennessee Aquarium galleries (no animal interaction/handling)

Qualifications:
Youth volunteers should:
- have completed one year of high school SCIENCE and be 14 to 17 years old
- act appropriately in the galleries/ high level of maturity
- have good oral communication skills
- be proactive in problem solving
- have a high academic record
- have an interest in the sciences
- be available to work a minimum of a 4 1/2 hour shift every twice a month for one year

Basic duties:
- answering visitors' questions as they tour the Aquarium
- engage visitors by interpreting exhibits and the habitats they represent, pointing out and interpreting exhibit animals and plants
- dispensing an environmental message to our guests that stresses the interconnectedness of all living things and the importance of stewardship

Training:
- Complete ONE MANDATORY Saturday training session on Saturday, November 17, 2012 from 10:00 am to 3:30 pm in the Delta Swamp Classroom. Pizza will be provided for lunch.
- Application Deadline: no later than 5:00 pm, Friday, November 2, 2012. Only Fifteen students will be selected to join the program. Notification letters will be mailed the week of November 7th
- Successfully complete a comprehensive written final at the conclusion of the training day

Tennessee Aquarium
High School Youth Volunteer Program
CONTRACT
(Please read carefully before signing)

- I understand that this is at minimum a one calendar year commitment.

- As a High School Youth Volunteers I must dress and act in a professional manner. You are representing the Tennessee Aquarium while in the galleries.

- I understand the uniform policy is conservative rather than trendy. The official uniform is khaki pants, shorts or skirt, belt (if loops exist), an Aquarium polo shirt, name badge and close-toed shoes such as tennis shoes. Jewelry must be kept to a minimum, no facial piercing and your hair color and hairstyle must be one that is viewed as conservative to the general public.

- I understand that the program requires that I commit to one 4.5 hour shift twice a month. I will plan to volunteer on the weekends, weekdays during school holidays, breaks <u>or</u> any day during the summer months to keep my commitment.

- I agree to report to my shift on time to the VRC at 9:30AM or 1:30 PM and to follow the assigned schedule for the duration of my shift.

- I agree to adhere to all policies and procedures set forth by the Tennessee Aquarium in the Volunteer Handbook and use good common sense.

- I understand I must have <u>written permission</u> from my parent or guardian to leave the Aquarium building(s) site during my volunteer shift. This includes eating lunch off-site.

- After 30 days with no volunteer service your status will become INACTIVE. This means you are dismissed from the program automatically if you haven't volunteered in over 30 days.

- I understand Volunteers may be dismissed at any time for any reason.

- I understand that I am to turn in my uniform, name badge and alert the volunteer supervisor at the time I decide to no longer volunteer.

Student Signature _____

Parent or Guardian Signature _____

Date _____

Tennessee Aquarium

Volunteer Office - P.O. Box 11048
Chattanooga, TN 37401
(423) 785-3057, jmp@tnaqua.org
Fax (423) 756-1849

Youth Volunteer Application: Fall 2012

Application Date:					
Personal Information					
Full Name:					
	First	**M.I.**	**Last**		
Street Address**:**					
City:		State:		Zip:	
Home Phone:	**( )**	Cell Phone:	**( )**		
E-mail Address(**PRINT**): Parent E-mail Address:				Birth Date:	
Emergency Contact:				Relationship:	
Emergency Contact: CELL:		WK:		HM:	
School Name: Current Grade Level:					
General Information					
Have you COMPLETED one year of high school science? If "NOT" you do not qualify for this program.					
Do you have reliable transportation?					
Shirt Size:	Small	Medium	Large	X-Large	XX-Large
Career Goal?					
Volunteer Experience					
Organization:		Position:			
Organization:		Position:			
Other Information					
Skills/Hobbies:					
Extracurricular Activities:					
Work Experience:					
How did you hear about this program?					
Please sign if you completed this application packet on your own?					