



## VOLUNTEER APPLICATION

All information is held in confidence and will only be used by Joslyn Art Museum staff to match this applicant with a volunteer responsibility. Please print and complete both pages (or front and back).

### PERSONAL INFORMATION

Name \_\_\_\_\_ Primary phone

(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Secondary phone

(\_\_\_\_) \_\_\_\_\_

City, state, zip

\_\_\_\_\_

Email \_\_\_\_\_ Date of birth (must be 18 or older)

\_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship

\_\_\_\_\_

Primary phone (\_\_\_\_) \_\_\_\_\_ Secondary phone

(\_\_\_\_) \_\_\_\_\_

### CURRENT STATUS

Employed at \_\_\_\_\_

Position \_\_\_\_\_

Retired from \_\_\_\_\_ Position

\_\_\_\_\_

Student at \_\_\_\_\_ Major

\_\_\_\_\_

Volunteer experience

\_\_\_\_\_

Interests and skills

\_\_\_\_\_

**EDUCATION**

Institution \_\_\_\_\_ Major \_\_\_\_\_ Dates \_\_\_\_\_

Institution \_\_\_\_\_ Major \_\_\_\_\_ Dates \_\_\_\_\_

**OTHER INFORMATION**

Have you ever been convicted of a misdemeanor (not traffic violations) or a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

How long do you plan to serve as a volunteer? (minimum 6 months, please)

Do you have any health issues that restrict some activities? If so, please describe.

2200 Dodge St. Omaha NE 68102-1292 www.joslyn.org phone (402)342-3300 fax (402)342-2376

**VOLUNTEER INTEREST – PLEASE INDICATE YOUR DESIRED AREA(S) FOR VOLUNTEERING**

\_\_\_\_\_ **MUSEUM SHOP** – welcome and assist customers, handle cash and use computer/cash register. Minimum time commitment: two shifts per month. Volunteers are needed during the Museum’s public hours and for special events when the Shop is open.

\_\_\_\_\_ **JOSLYN INFORMATION ASSISTANT (JIA)** – greet visitors, provide directions within the Museum, distribute printed materials, answer general questions. Minimum time commitment: one shift per month. Volunteers are occasionally needed for special events.

\_\_\_\_\_ **TICKET TAKER–TEMPORARY EXHIBITIONS** – work alongside Joslyn Visitor Services staff to Welcome Museum visitors, take exhibition tickets, and assist visitors by providing directions and general information. Minimum time commitment: two shifts per month. Volunteers are needed on Saturdays and Sundays between 10-1, and 1-4.

\_\_\_\_\_ **DEVELOPMENT OFFICE** – assist staff with general administrative office work that promotes Museum membership and supports the needs of members and donors, such as preparing mailings, updating email lists in Excel spreadsheets, database cleanup, and/or assisting at member-only events. Minimum time commitment: varies with need, Monday-Friday between 10-4.

\_\_\_\_\_ **\*EDTECH GALLERY** - open and close this resource area, engage with visitors, distribute educational materials, help maintain neat and user-friendly space. Minimum time commitment: two shifts per month. Volunteers are needed during the Museum’s public hours, Tuesday-Friday.

\_\_\_\_\_ **\*ART WORKS** - interact with individuals and family groups, welcome visitors and introduce activities, assist with open-ended art exploration, help maintain a comfortable and tidy environment. Minimum time commitment: two shifts per month during the Museum’s public hours.

\_\_\_\_\_ **LANDSCAPE MAINTENANCE** - work varies on time of year: spread mulch, pull weeds, help plant. Time commitment – ideally, shifts are during weekday business hours, however, if the task is as simple as pulling weeds, evening and weekend shifts are possible if prior arrangements are made.

\*These volunteer positions will also require a successful completion of a background check due to the requirement of close interaction with children.

**AVAILABILITY - PLEASE CHECK ALL THAT APPLY**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

**PERSONAL REFERENCE**

Please provide the name and contact information of a reference who can attest to your interests and skills. Don’t list relatives. Reference will be contacted during regular business hours. Please notify individuals that the Joslyn Art Museum will be contacting them regarding your interest in volunteering.

Name \_\_\_\_\_ Phone \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

- I certify that all the statements made in this application are true and correct to the best of my knowledge and understand that falsification of this information could result in termination of my volunteer position.
- I am applying for a volunteer position, not employment or a contracted position.
- I hereby authorize Joslyn Art Museum to contact the reference above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_