



# VOLUNTEER OPPORTUNITY

**Position Open:** Tuesday, September 4, 2007 until sufficient applications received.  
**Position Title:** ARIZONA MUSEUM FOR YOUTH VOLUNTEER EDUCATION AIDE  
**Department/Division:** Arts and Cultural - Arizona Museum for Youth  
**Worksite Address:** 35 N. Robson Street  
**# Hours/Week:** Up to three, four-hour shifts  
**Days of Work Week:** Monday - Friday (Flexible)  
**Start/End Hours:** 8:00 am - 5:00 pm (Flexible)

**Position Description:** An AMY (Arizona Museum for Youth) Education Aide assists Gallery Educators in serving the Arizona Museum for Youth and the community in the field of art education. Education Aides are considered key Arizona Museum for Youth volunteers. Education Aides:

- Serve as hosts at the Arizona Museum for Youth to provide a welcoming atmosphere to the public.
- Serve as interpreters and tour guides for children and adults visiting the exhibitions, helping to provide a deeper understanding and appreciation of the artwork.
- Help prepare classes or be present during classroom and birthday parties.
- Prepare background information on the works of art in the collection, special exhibitions, and new acquisitions.

**Qualifications:** This candidate should have a strong passion and excitement for learning and teaching about art. Candidates should be energetic and enthusiastic. Education Aides should have a sincere interest in people of all ages, particularly children ages 0-10, a sense of flexibility and cooperation, a strong attention to detail, and a respectful attitude for all points of view. Upon completion of training, Education Aides should become comfortable with providing guided tours of Arizona Museum for Youth. This candidate should be able to stand for long periods of time during a tour. An Education Aide must be 18 years of age or older.

**Special Requirement:** Because the museum visitors are children, successful completion of a background investigation is required.

**Benefits:** 15% discount at Gift Shop, flexible schedule, training prior to exhibit openings along with behind the scenes experience with blockbuster exhibits such as our upcoming *Jim Henson's Fantastic World* opening December 2007.

**Application and Selection Process:** Personnel reserves the right to close this position without prior notification. Please complete the Volunteer Application available at the Personnel Office or from our website. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise the Personnel Office at the time you are contacted.

**APPLY:** CITY OF MESA PERSONNEL OFFICE  
MESA CITY PLAZA  
20 E. MAIN STREET, SUITE 250  
MESA, ARIZONA 85201  
8:00 a.m. - 5:00 p.m. Monday - Friday

**MAIL APPLICATIONS TO:**  
PERSONNEL OFFICE  
P.O. BOX 1466  
MESA, AZ 85211-1466

**Website:** <http://www.cityofmesa.org/jobs>  
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759  
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,  
and welcomes diversity in our workforce.  
To this end, we encourage all interested people to apply.**

JA7069.DOC  
SB/sc/jh  
09/07



# VOLUNTEER APPLICATION

20 East Main Street, Suite 250  
Personnel Division  
P. O. Box 1466  
Mesa, AZ 85211-1466  
www.cityofmesa.org/jobs

Thank you for considering the City of Mesa in your volunteer search.

**Please read the following tips** to ensure your application gets the consideration it deserves.

- Carefully review the Volunteer Announcement to guide you in describing your experience and to be sure that you meet the requirements of the position.
- Fill out the application completely.
- **Please type or print neatly in ink (preferably black).**
- Answer all questions completely and be sure to sign the application.

Volunteer Position Applied For: \_\_\_\_\_

Areas of Interest: \_\_\_\_\_ Arts & Cultural (Museums/Theaters) \_\_\_\_\_ Planning, Safety & Transportation  
\_\_\_\_\_ Fire \_\_\_\_\_ Library \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Neighborhood Services  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

Availability: \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday  
\_\_\_\_\_ Mornings: (8 a.m. – noon) \_\_\_\_\_ Afternoons (Noon – 5 p.m.) \_\_\_\_\_ Evenings (5 p.m. – 10 p.m.)  
\_\_\_\_\_ Hours Per Week \_\_\_\_\_ On-Call \_\_\_\_\_ Flexible

When would you be available to start volunteering? (Specify date) \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street - Apt. # or Mailing Address City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Home Phone Area Code Work/Message Phone

e-mail address: \_\_\_\_\_ E-mail Address Type: \_\_\_\_\_ Home **OR** \_\_\_\_\_ Business

Do you have a valid Arizona Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## How did you learn of this volunteer opportunity?

\_\_\_\_\_ Internet (IN) \_\_\_\_\_ AZ Informant (AI) \_\_\_\_\_ Asian Times (AT)  
\_\_\_\_\_ AZ Republic (RG) \_\_\_\_\_ Job Fair (JF) \_\_\_\_\_ Job Hotline (JH)  
\_\_\_\_\_ Walk-in (WI) \_\_\_\_\_ Mesa Tribune (MT) \_\_\_\_\_ Spanish Newspaper (SP)  
\_\_\_\_\_ Employee notified me of opening (EN) \_\_\_\_\_ Tucson Star (TS)  
\_\_\_\_\_ I am a current/former employee (CE) **List Employee ID Number #:** \_\_\_\_\_  
\_\_\_\_\_ Community Svc. Org (CS) Specific Source: \_\_\_\_\_  
\_\_\_\_\_ Other (OT) Specify: \_\_\_\_\_

## Education – Indicate highest level achieved

\_\_\_\_\_ Less than 10<sup>th</sup> Grade \_\_\_\_\_ Bachelor's Level Degree  
\_\_\_\_\_ Completed 10<sup>th</sup> Grade \_\_\_\_\_ Some Graduate School  
\_\_\_\_\_ Completed 11<sup>th</sup> Grade \_\_\_\_\_ Master's Level Degree  
\_\_\_\_\_ High School Graduate or Equivalent \_\_\_\_\_ Doctorate - Academic  
\_\_\_\_\_ Trade/Technical School \_\_\_\_\_ Doctorate - Professional  
\_\_\_\_\_ Some College \_\_\_\_\_ Post Doctorate  
\_\_\_\_\_ 2-Year College Degree

Hours Earned	Date Graduated	Country	Major	Name of College/University Trade/Technical School	State

License or Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Professional Memberships**

Name of Organization: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Language Details**      **Indicate proficiency in each: Speaking, Reading, Writing (High/Low/Moderate)**

Language	Speaking	Reading	Writing
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**Current and Prior Employment**

- List employment history, military, and volunteer experience beginning with your most recent employment.
- Please include any relevant experience prior to the last ten years as it relates to this position.
- **Do not write "See Resume" in the spaces below instead of completing the following employment information.** You may attach your resume to supplement the information you provide here.
- List your present or most recent position first. **If more space is required, fill out a blank sheet of paper.**

**PRESENT/MOST RECENT EMPLOYER**    Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_

Major Duties \_\_\_\_\_

**PREVIOUS EMPLOYER**                      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_

Major Duties \_\_\_\_\_

**PREVIOUS EMPLOYER**                      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_

Major Duties \_\_\_\_\_

**PREVIOUS EMPLOYER**                      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_

Major Duties \_\_\_\_\_

Are you 18 years of age or older?  Yes  No If under 18, how old are you? \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**REFERENCES:** List two people, not related to you, whom you have known for at least one year.

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Have you ever been convicted of any crime?  Yes  No

If yes, nature of crime, date, and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby apply for work as a volunteer with the City of Mesa. I understand that I will be expected to follow established policies and procedures and a mutually acceptable work schedule for a minimum of four hours per week or a total of 50 hours within a thirteen-week period. I will promptly notify my supervisor if I am unable to work as scheduled.

**Certification of Applicant:** I hereby certify that all answers to the questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application may disqualify me for a volunteer opportunity. I hereby authorize the City of Mesa to verify the accuracy of the statements on this application, and for assignments considered safety or security sensitive, authorize the City to conduct fingerprinting for background checks through the Department of Public Safety and the Federal Bureau of Investigation. I understand that while volunteering, I will be covered by the City of Mesa Workers' Compensation policy under ARS statute 23-901.06.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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