



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: Tuesday - Saturday (Flexible)
Start/End Hours: 10:00 am - 4:00 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, and training prior to exhibit openings.

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.**

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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 10th Grade _____ Bachelor's Level Degree
 _____ Completed 10th Grade _____ Some Graduate School
 _____ Completed 11th 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 _____

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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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