



Volunteer Opportunities at Discovery

As the start of school quickly approaches, and everyone begins to get onto that familiar rhythm, we wanted to let everyone know about the Volunteer and Community Service opportunities available at The Discovery Museum! We have a range of options available, so it is a great opportunity to get first-hand experience in a number of different departments. We are looking for High school and college students over the age of 16 to assist in the following departments:

STEM Learning Programs:

- Classroom & science demo prep & clean-up
- Special programming materials prep (making hands-on activities for young students)
- Assisting with classes, administrative work, Planetarium shows, Science-on-a-Sphere demonstrations, and science demonstrations
- Organizing classroom and storage space
- Project assistance for the Director of STEM Learning Programs as needed.

Development and Fund Raising:

- Organization and filing
- Social media and blog content
- Project assistance for the CDO as needed

Guest Services & Special Events:

- Gallery Docents
- Assist in preparation for public weekend events and programming
- Assist in Special projects for the Guest Services and Special Events Manager as-needed on an on-going basis
- Supplies inventory and organization

IT:

- Review and assess security on education laptops and other machines
- Help assemble a full inventory of Museum technology and identify risks or maintenance requests
- Address maintenance needs as much as possible

Social Media/Website/Blog

- Plan, propose and schedule social media posts to promote Museum activities, events, and news
- Cross promote using Facebook, Twitter and Instagram
- Propose new ways to grow our social media following
- Propose new ways to incorporate social media into guest experience
- Draft blog content for review/posting on DM website

Filing/Admin

- Help with management of donor and sponsor files

Public Events:

- On-site support running craft tables and specific activities
- Gallery Docents
- Guided mini-tours

Finance

- Clerical and administrative duties such as filing and sorting
- Assisting in special projects for the Finance Manager as needed

***Opportunities for Parents**

Parent Advisory Council

- Meet periodically to discuss topics related to strengthening Museum programming and exhibitory
- Offer feedback, input and guidance to help DM meet local families' needs
- Provide feedback on possible new offerings (programs, activities, etc.)
- Help DM promote events
- Contribute to the planning and execution of Museum events

To apply, please fill out our 2016 Volunteer Application and return to Guest Services and Special Events Manager, Erika Eng: eng@discoverymuseum.org , 203-372-3521 x-130. The application can be found on our website under 'Support' in the top menu. Please check all areas of interest that apply, and put a * by your top 2 choices.

You will be contacted with an orientation date, and a volunteer schedule will be sent out via e mail, the first week of each month. We can offer 3-6 hours of volunteer time weekly, not including special event days, and depending on the department. Volunteers must be flexible as to which department they are assigned. Coverage is often needed interdepartmentally. We have space immediately available, so do not wait to get in your application!