



Application for Youth Volunteer Service

As part of the application process, the applicant must fill this out in his or her own handwriting

Personal Information			
Last Name	First Name	Middle Initial	Today's Date
Street Address			Home Phone
City	State	Zip Code	Grade Level
Name of School or Network		E-Mail	
Date of Birth	Name & Contact phone # and/or email for parent/guardian		

Are you homeschooled? <input type="checkbox"/> No <input type="checkbox"/> Yes Are you affiliated with any network?	Are any of your friends or family COSI Team Members? <input type="checkbox"/> Yes If so, Please List:
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Volunteer Experience			
Name of Organization	Length of Service	Position	Description of Role

Employment Experience			
Organization	Length of Service	Position	Description of Role

Availability						
Please indicate the days and times that you are available to volunteer.						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

Essay Questions

1. Describe a leadership role that you have played in any situation. What skills did you use to make leading the group successful? What did you learn from the experience?

2. What do you hope to gain from volunteering at COSI?

Reason for Volunteering

Required for:

- Community Service School Gain Experience Meet New People
 Mandated Club Requirement Other:

How did you hear about this volunteer opportunity? Please circle.

COSI's Website Counselor/Teacher Family
Visiting COSI COSI Team Member Friends
Other: _____

What Volunteer Assignment are you interested in applying for (Descriptions of Ongoing Volunteer Assignments are included with the application):

Signature

I agree that the attached documents have been read, and the application has been completed thoroughly and truthfully in the youth's handwriting without omission to abilities and/or experiences. It is understood that this application, as well as further documents will remain confidential in COSI's Volunteer & Community Resources Office. I further understand that if accepted as a volunteer at COSI, my volunteer service will be at will, and that service at COSI may be terminated with or without cause, and without notice, at any time, at the option of either COSI or myself.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Dear Prospective Teen Volunteer,

Thank you for your interest in joining the COSI Volunteer Team. There are several volunteer assignment opportunities available: Guest Services, Facilitator (performing shows and demonstrations), and little kidspace®. Additionally, there are seasonal assignments such as Workshops throughout the year.

The following items are enclosed in this packet:

- Volunteer application and demonstration forms
- Descriptions of Volunteer assignments
- Calendars
- Tip sheets to ensure a successful demonstration interview
- Frequently Asked Questions

Instructions:

- Complete the Volunteer application and demonstration forms. Mail or Fax to the Volunteer office at COSI (information listed on application). Incomplete applications will not be accepted.
- Read the assignments. Which one(s) interest you the most? Make a note.
- Fill in the Calendar for the month you are submitting your application and the following month. Use the calendar to note when you will be available for orientation and volunteering. X through the dates that you are unavailable.

Process:

Upon receipt of your application forms, we will call to schedule a demonstration interview with you. See tip sheets provided to prepare you for this meeting. Typically, there will be 2-4 COSI Team members present.

The date of your interview bring your parent/guardian and all materials necessary for your demonstration, notes about which assignment(s) interest you and your availability calendar.

Upon successful completion of the interview, you will be scheduled for an upcoming orientation.

Thank you again for your interest in the Youth Volunteer program. COSI volunteers play an essential role in providing our guests with an unforgettable experience; one they will want to repeat time and again.

Sincerely,

Terri Gregoroff
Manager of Youth Volunteer Services

Ongoing Volunteer Assignments

Guest Services Front Line Volunteer

This is your opportunity to serve our guests by answering their questions, helping them find their way, or by making a few good suggestions of things to check out during their visit. If you like to problem solve, meet challenges head on, and help spread the COSI cheer this opportunity is right for you. Volunteers are needed to assist at the guest services desk near the atrium and at the front of little kidspace®, assist guests throughout the building and in the exhibit areas, and usher Extreme Screen Movies. Volunteers that work with Guests Services carry a radio to assist with communication throughout the building. If you have great customer service skills then you will want to sign up to be a part of the Guest Services Team.

Floor Faculty Facilitator

Do you love science and want to teach others? Become part of the Floor Faculty and you will have the opportunity to lead demonstrations, facilitate activities, and perform shows. Volunteers interested in this opportunity will have the chance to assist guests in building an arch, fly a hot air balloon in the atrium, challenge our guests to build a cantilever out of spaghetti in our challenge center, expand a balloon till it almost pops with the vacuum cart, or show off the power of electricity in the electric workshop in Progress. If you have a fascination with science, and want to share your interests with our guests, then you will want to join the Experience Programs Team.

little kidspace® Volunteer

little kidspace® is an area within COSI especially designed for our youngest visitors. The little kidspace® team is looking for volunteers who have a great imagination, patience, and the desire to help our youngest visitors learn through fun and interactive exploration. You can help a little one examine x-rays in the clinic, paint a house under construction, or build a castle with large building blocks. little kidspace® also has areas for kids to develop their motor skills as they crawl through tunnels, climb across a bridge, or go down a slide. As a volunteer you may also be asked to keep the older brother or sister engaged in a game or a puzzle, in the "Hangout Room," while the younger sibling explores. If you are interested in early childhood education and like to work with infants, toddlers, pre-schoolers, and kindergartners little kidspace® is the opportunity for you.

Programs Volunteer

Help a kid celebrate their birthday at COSI. Learn how to make Liquid Nitrogen Ice Cream as you help a guest discover this tasty wonder during a Birthday Party Workshop. Spend the night in COSI and bust out your wackiest moves in Camp COSI's Dance Mania. Work with families to help them solve puzzles, build a structural marvel, or dig for dinosaurs during Family Workshops. Help make a campers experience memorable through our Camp COSI Program in the summer. Programs volunteers have exceptionally flexible schedules, with workshops all throughout the week, and Camp-Ins that run overnight from January - May. Do you have three or more hours to give? Assist COSI in making our workshops a success!

Practical Demonstration

During your COSI volunteer interview you will be asked to present a short (4-6 minute) presentation. We would like you to teach us a simple activity, like a simple craft or science experiment. During your presentation we will evaluate your confidence, willingness to interact, and other presentation skills. Please remember that you will be responsible for providing all necessary supplies for up to 3 people to participate in your activity. Please complete a paragraph describing what you have chosen to present, and include this page along with your completed application.

**Fill in calendar for the month of your interview.
Please "X" out dates you are not available**

Sun

Mon

Tue

Wed

Thu

Fri

Sat

**Fill in calendar for the month after your interview.
Please "X" out dates you are not available**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>

Youth Volunteer Interview-Demo Tips

In preparation for your interview and demonstration, we recommend you visit COSI at least once by the time you send in your application. Observe volunteer team in their assignments (leading science demonstrations, working in Guest Services, within little kidspace®, or assisting with workshops). Determine your interests by the duties you see volunteers perform, and if you would like to learn more about the area.

Please bring one of your parents/guardians to the interview. We would like to talk with them before and after your interview. And, using the calendars provided in the application packet, "X" out all dates you are **not** available for the next two months.

Interview

Punctuality, friendliness, enthusiasm, preparedness, and presenting a clean and neat business appearance are important qualities of a successful applicant. This is your first opportunity to leave a good and lasting impression with the panel.

Be able to answer these questions:

- "Why should we select you over other candidates?"
- "What is COSI's purpose?"
- "Why do you want to be a volunteer?"

We encourage you to prepare and ask the interviewers questions about volunteering, assignments, and COSI in general.

Preparation for Demonstration

Select a 5 minute activity you can teach others. It can be scientific or not. Consider safety precautions. *No animals, *No explosions, *No fire. State the purpose of your demonstration at the beginning and develop a strong closing.

You may use note cards.

Practice your presentation with friends and family.

You are welcome to bring instruction sheets, pictures, display boards, etc. if you wish.

Bring enough supplies for the panel (no more than 4) to participate in your demonstration.

Day of demonstration

Body language sends a message

- Maintain good eye contact
- Appear relaxed; act pleasant, enthusiastic, confident
- Stand tall but don't lock your knees

Speak clearly and project your voice.

Involve the panel in your demonstration.

Be aware of timing; pace your presentation.

Upon the completion of a successful interview, we will talk with you and your parent/guardian about the upcoming steps toward completing the orientation process.

Frequently Asked Questions

When can a youth become a Teen Volunteer at COSI?

We accept applications for the Teen Volunteer Program at age 12. Not all applicants are accepted into the program.

How does the application process work?

1. To become an applicant, we must first receive the following:
 - A. The Application for Youth Volunteer Service, completed and signed by the prospective volunteer and by a parent/guardian.
 - B. A completed Practical Demonstration form.
2. The applicant will then be asked to interview in-person and perform their demonstration.

An applicant must be selected by members of the interview panel to become a COSI volunteer and then attend volunteer orientation.

What is Volunteer Orientation?

It is a series of activities (including computer-based training, self-directed COSI visit, Buddy meeting with a seasoned volunteer or paid Team member and in-class presentation) designed to prepare individuals to volunteer and join the COSI Team. Volunteers will learn about the business side of COSI, rights and responsibilities, assignments, recognition and benefits, and becoming more knowledgeable about the culture and the building. Area specific training will follow.

What type of commitment is expected from a COSI volunteer?

Volunteering at COSI is a year-round open-ended commitment

How many days per month can individuals volunteer?

Volunteers are required to serve a minimum of 2 days per month and no more than 3 days per week. Once placed in an area a regular schedule will be established with the supervisor.

If you still have more questions before filling out the application, please e-mail us at cosivolunteers@mail.cosi.org or call (614) 629-3196.

NOTE: All placements are based upon COSI's volunteer openings

