

Des Moines Children's Museum

Volunteer Handbook

The Des Moines Children's Museum is a new, local non-profit organization with the goal of opening the first children's museum in the metro.

Our Mission: The Des Moines Children's Museum will provide a fun, safe, and educational environment for young children and their families to explore the arts, nature, and the world around them. We will provide hands-on exhibitions and programs to encourage a love of learning, and be a positive resource for parents, children, and the surrounding community.

Board Members:

Julie Burtnette (Co-founder, President)
Laura Johnston (Co-founder, Vice President)
Erin Huitt
E.B. Updegraff
Annika Schilke
Ashlen Sheaffer
Amanda Arnold
Nancy Bobo
Megan Pline

Volunteer Responsibilities: Your tasks as a volunteer include (but are not limited to): opening and/or closing of our pop-up location in Valley West Mall, handling money (including checks and running credit cards), light clean up before and/or after opening/closing, maintaining exhibits, sanitizing toys, making sure parents are present and watching the children in their care, helping with fundraisers and events, and contributing to the general operation of the Des Moines Children's Museum.

Dress Code: Dress appropriately for your duties (example: you may need to bend down or get on the ground to help a child or clean). Clothes should not be worn, frayed, have holes, and cleavage, midriff, and buttocks should be covered at all times. Closed toe shoes must be worn at all times. An apron will be provided to wear over your clothes during your shift.

Policies and Procedures: Our daily operations depends on YOU, the volunteer. If for any reason you cannot perform your shift, please let Julie Burtnette (630) 674-6498 and/or Laura Johnson (515) 867-9141 know immediately. If you must leave in the middle of your shift, please let the other volunteer and/or board member know.

There will always be two volunteers on duty at the same time. Taking breaks are encouraged, but please do not leave fellow volunteers during peak or other busy times.

Please keep in mind you are volunteering in the presence of children. Therefore, we expect behavior and language to be appropriate for all ages. Physical contact between volunteers

and children must be done with the consent of parents/ guardians and be appropriate for the activities presented. Do not touch another person, child, or parent without their permission.

In case of an emergency during your shift, please contact 911 and mall security.

In case of a missing child/person, please report to mall security immediately.

Violence and/or Harassment: Any type of violence and/or harassment will not be tolerated. We, the Des Moines Children's Museum, maintain the right to dismiss you immediately if anything should occur on or off the property. To report any misconduct, please contact Julie and/or Laura. All misconducts will be filed in an incident report.

Volunteer Handbook Acknowledgement

I, _____ have received, read, and understand the Des
Moines
(Print Name)

Children's Museum Volunteer Handbook. Any questions I may have had have been answered and understood.

(Volunteer Signature)

(Date)

(Signature of parent/guardian)

(Date)