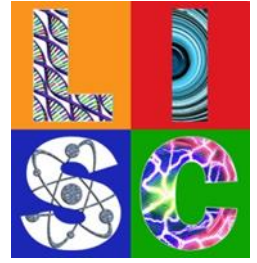


Thank you for your interest in the Long Island Science Center (LISC), a nonprofit 501(c)3 encouraging enthusiasm and excitement for STEM learning, by stimulating discovery and creativity.



Each year LISC hosts a volunteer program for students. Thriving youths seeking an opportunity for an educational, fun, hands-on experience, and to gain unique life skills pertaining to the operation of an education-based museum. As a volunteer, you will be required to work with people of all ages and walks of life, therefore understanding, patient, compassionate, and open-minded people would be best suited for this position.

### **Volunteering Job Requirements**

- Provide a calendar with pre-set available dates.
- Abide by the established dress and conduct codes and submit signed acknowledgment of codes of conduct forms with application.
- Undergo job-specific training.
- Complete daily assignments individually and in group settings.
- Communicate with the staff and other volunteers by e-mail.
- Establish and maintain a community base.
- Assist in facilitating special events and public activities.
- Educate LISC guests.
- Participate in advertising.
- Attend promotional events and more...

### **Dress Code**

Volunteers are representatives of LISC, are responsible for presenting a positive image to constituents and the community, and will meet the following dress code:

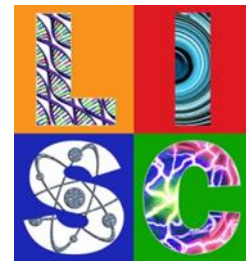
- Wear a LISC-provided shirt.
- Black pants.
- LISC-provided name tag.
- Sneakers or flats.
- Apparel that is not allowed:
- Excessive jewelry and/or chokers.
- Open-toe shoes.

### **Professional Code of Conduct**

Volunteers are representatives of LISC therefore, it's important to uphold LISC standards. Reputation and safety are major concerns and should help ensure the safe and successful operations for all involved. Once accepted into the program, volunteers will be required to meet the following code of conduct:

- Adhere to all established safety procedures. Neglecting to follow accordingly will result in termination.
- Perform all duties in a positive and respectful manner with a passion and interest in LISC's mission.

- Poor performance will result in the termination after (1) verbal and (1) written warning.
- Three (3) or more unnotified absences will disqualify you from volunteer credits.
- Foul language will not be tolerated and is cause for termination from the program after (1) verbal warning and (1) written warning.
- Store cellphones/electronics and other belongings in the unlocked Volunteer closet. Anything of value should be left at home since LISC is not responsible for anything lost or stolen.
- No photos may be taken of guests of LISC without written pre-approval.
- SOCIAL MEDIA & INTERNET CLAUSE: No posts/tags/shares/comments relating to LISC, any guest, visitor or staff member may be made without written pre-approval.
- LISC property cannot be used for personal purposes without written consent. Theft is cause for automatic termination and could result in criminal consequences.
- 15 minutes breaks are given every 4 hours and are to be taken in the lunch/break-room area only. There is a refrigerator available for use.
- Ensure that LISC is kept to the highest level of cleanliness and safety.
- Anyone under the age of 18 is not allowed to leave LISC premises unless with a pre-authorized written consent.
- Volunteers must have access to e-mail since contact with LISC team will be done by e-mail.



I acknowledge that I have read and understood the Job Requirements, Dress and Professional Codes of Conduct to volunteer at LISC

Volunteer's full name (print): \_\_\_\_\_

Volunteer's signature: \_\_\_\_\_

Parent's full name (print): \_\_\_\_\_

Parent's signature: \_\_\_\_\_