

YOUTH VOLUNTEER INFORMATION & EXPECTATIONS

We are grateful that your child has expressed interest in volunteering with the Marshall Steam Museum and the Friends of Auburn Heights and are looking forward to welcoming them onto our team! Volunteers are a vital resource for museums and we appreciate your commitment to ensuring the long term viability of our collection.

While we take every precaution to ensure a safe, enjoyable work experience for our volunteers, railroad and automotive operation sites do present certain dangers. It is our policy to require the completion of the **Parental Consent Form with Waiver of Liability** as well as the **Emergency Contact Form** by a parent or guardian of volunteers under the age of 18. These are located on the following pages.

SITE INFORMATION

The Marshall Steam Museum and the Friends of Auburn Heights is a nonprofit organization dedicated to educating the public about Delaware's industrial history and the impact of steam technology. The Friends own and maintain the Marshall family's extraordinary collection of antique automobiles along with the Auburn Valley Railroad. The organization works in cooperation with Auburn Valley State Park.

Office Hours

Monday – Friday, 9 am – 5 pm

Museum Open Hours

Thursdays and Fridays, 1 – 4 pm

Regular Events

Egg Hunts: Friday and Saturday before Easter

Train Day: First Sunday in May

Auburn Heights After Hours: Evening event, Third Thursdays May - September

Steamin' Days: First Sundays June – November

Auburn Heights Invitational: Usually last Sunday in September

Youth volunteers report to Alli Schell, Director of Public Programs. If any issues arise, they should seek Alli out in person, email or by phone.

Office phone: 302-239-2385

Cell phone: 610-812-0683

Email: education@auburnheights.org

Please note this email is not checked regularly on the weekends

Secondarily, the volunteer can report to Susan Randolph, Executive Director.

Office phone: 302-239-2385

Email: Srandolph@auburnheights.org

Please note this email is not checked regularly on the weekends

All AVRR volunteers are led by Bob Koury, Friends of Auburn Heights Board President.

Cell phone: 856-630-1163

Email: rkoury103@comcast.net

ATTENDANCE AND HOURS

- Volunteers are responsible for logging their own hours in the Volunteer Binder (inside the Carriage House). We know many youth have to document their hours for school and museums keep these time logs for grants and other reporting.
- Volunteers are also expected to show up for the event or project they signed up for and in a timely manner. If you are unable to attend an event previously agreed upon, it is your responsibility to reach out and let us know.

AVRR (AUBURN VALLEY RAILROAD)

- Youth volunteering with the AVRR will have additional expectations and rules, mainly for their safety and the safety of others. All volunteers with the AVRR will receive a copy of the AVRR Handbook and Rulebook.
- The AVRR operates during special events (Egg Hunts, Train Day, Steamin' Day and the Auburn Heights Invitational). They also have regularly scheduled work sessions on Mondays, Wednesdays and Fridays from 9 am – noon.

DRESS CODE

- When volunteering in general here, please remember to dress comfortably, but professionally. Comfortable, casual clothes may be worn, especially for programs that are messy, but remember to dress appropriately.
- T-shirts, jeans, and sneakers are appropriate for most events. We ask that if you have a Marshall Steam Museum logoed shirt (available for an additional fee) that you wear it for any event or program you are volunteering with.
- If volunteering with the AVRR, you should follow their dress code, as outlined in the AVRR Handbook.

MEMBERSHIP

- All volunteers who work with our collection (antique autos and the trains/AVRR) must be a museum member at any level. A youth volunteer can be covered under a Family Membership.
- After 25 hours of volunteer work, your child can then qualify for a Family Membership at the discounted rate of \$30 the following year.

MISC

- We encourage all our volunteers to get involved in a variety of roles and projects on site! Please reach out or look for additional opportunities on our website and emails.
- Monthly volunteer emails are sent out mid-month in addition to follow-up emails for certain roles or projects. Yearly site-wide training typically occurs in the spring.
- The first Friday in December we hold a special volunteer holiday party in the museum. Put it on your calendars as we hope you'll be able to join us!

YOUTH VOLUNTEER AGREEMENT

As a volunteer you are an important part of the organization and serve as a representative for us at all times. We care about your growth and aim to aid in your professional development and the fostering of skills that can be applied to future careers.

The following agreement outlines major expectations we have for all volunteers. We ask that you review this with your child before **they** sign it.

As a Marshall Steam Museum youth volunteer, I am expected:

- Always be a team player
- Be respectful of other volunteers, staff and anyone I interact with
- Never be afraid to ask for help and communicate my needs
- Follow directions and use active listening
- Arrive promptly and ready to work
- Keep safety in mind first, for yourself and others
- Have an interest in learning and growing

I understand that volunteering is a responsibility and a commitment. I will complete assignments and tasks to the best of my ability. I understand that not fulfilling my commitment it could result in my being released. I will respect all other volunteers, employees, and visitors to the museum. I will do my best to be a good representative of the organization.

Youth Volunteer Signature

Date

YOUTH VOLUNTEER EMERGENCY INFORMATION

Required for all volunteers under the age of 18

Name: _____

Address: _____

City, State, Zip: _____

Cell Phone: _____ Date of Birth: _____

Email Address: _____

Grade/ School: _____

Emergency Contact 1 Name: _____

Relationship: _____ Phone Number: _____

Emergency Contact 2 Name: _____

Relationship: _____ Phone Number: _____

Please let us know allergies or medical conditions first responders should be made aware of:

Do you give us permission to transport your child to the nearest medical facility should they incur serious illness or injury during their time here?

Preferred hospital in case an ambulance is called?

Please indicate if you or your child has any special concerns that we need to be aware of:

This form can also be filled out online here: <https://forms.gle/kbdQWU3zYrwLgQM28>

YOUTH VOLUNTEER PARENTAL CONSENT & WAIVER OF LIABILITY FORM

Required for all volunteers under the age of 18

I, _____ am the parent and/or legal guardian of _____ (the "Minor"), who is _____ years old, and they have my permission to serve as a Youth Volunteer with the Friends of Auburn Heights (FAH).

I acknowledge and agree that activities performed by the Minor as a volunteer will be strictly on a voluntary basis, without any pay, compensation, or benefits. I agree and understand that the Minor must comply with the rules and regulations established by the FAH and that failure to do so may result in the Minor's immediate removal as a volunteer.

I am aware of the nature of the activities to be performed by the Minor as a volunteer and recognize that in performing volunteer tasks, a risk of harm or injury exists. I agree that all volunteer activities are to be performed by the Minor at the Minor's risk and I assume full responsibility therefore. On behalf of myself and the Minor, I agree not to hold or attempt to hold the FAH, their population served, volunteers, or staff responsible for any injury or damage sustained or incurred by the Minor, arising out of or in any way connected with the Minor's activities as a volunteer.

I understand that all youth volunteers will participate in a trial period (typically of 2 to 3 volunteer sessions) during which supervising volunteers will assess the youth's skills, maturity and compatibility with FAH's volunteer program. This is also to see if the youth volunteer enjoys the work and feels comfortable within our volunteer team. If the supervising volunteers feel that a prospective youth volunteer will not be a good fit, they will notify the youth volunteer and parent of their reservations.

Please acknowledge your consent and agreement to the following by signing below:

I give permission for my child to participate as a volunteer for the Friends of Auburn Heights (FAH).

I also give permission for FAH staff or volunteers to take photos and other visual and/or audio recordings of my child and consent to the release/use of these materials as they deem appropriate.

Signature of Parent/ Legal Guardian

Date