

# Interactive Neighborhood for Kids Volunteer Information

## **Volunteering**

INK is recruiting volunteers who care about children, our community and our vision to provide educational programs, build children's self-esteem, and provide an environment where families can spend quality time together. Our volunteers assist in establishing an atmosphere where children can develop essential foundational skills and learn respect for others. Volunteers also have FUN pretending to be a kid again-while making a personal difference in a child's life.

Interactive Neighborhood for Kids (INK) is a non-profit institution located in the former Warren Featherbone Center in Gainesville, GA. The mission of Interactive Neighborhood for Kids, Inc., a Children's Museum, is to encourage children of all ages to develop their full potential through exciting hands-on learning. Interactive Neighborhood for Kids strives, through exhibits, to create a unique environment in which children of all ages, abilities, and experience can feel free to imagine, create and explore beyond their dreams.

Interactive Neighborhood for Kids provides a professional work environment that is challenging, rewarding, creative and respectful of ideas and individuals.

## **Requirements:**

Personable, outgoing and caring

Energetic and cheerful

Age 15 and up

Reliable

Creative

Ability to interact and communicate with children and adults

Excellent customer service skills

Administrative support duties require computer skills, a professional and pleasant telephone manner.

Ability to organize and multi-task.

## **Opportunities:**

### **Exhibit/Floor Monitor**

Interact with INK's visitors of all ages. Make them feel welcome and encourage them to role-play with each other. Make sure our guests have the best experience possible. Organize and monitor Exhibit area - ensure they are presentable and secure.

### **Greeter/Arts and Crafts Room Monitor**

Help with group orientation and assisting other groups during their stay at INK. Help keep the Arts and Crafts room clean and organized, prepare art materials. Make sure our guests understand how to complete the daily craft project.

### **Front Desk/Administration/Gift Shop**

Greet guests with a smile and enthusiasm. Assist in daily operation of museum and gift shop. Assist staff with check-in and birthday party reservations.

### **Special Events**

Volunteers needed to plan and implement all phases of special events and fundraising events. Volunteers will assist with day-of activities such as: registration, set-up, sales, clean-up, information table, organizing and running interactive games and just being an ambassador for INK.

### **Evening Rental Monitor**

Volunteers will assist in the evening hours during private party gatherings.

**Volunteering is EASY! Call INK at 770-536-1900 or email [info@inkfun.org](mailto:info@inkfun.org)**

**INK ❖ 999 Chestnut Street ❖ Gainesville ❖ GA ❖ 30501**



## INK Volunteer Application

Name: \_\_\_\_\_  
                    Last                                    First                                    Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Personal References

Name and Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Name and Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Other: \_\_\_\_\_

### Please indicate your areas of interest below:

- Exhibit/Floor Monitor
- Greeter/Arts & Crafts Room Monitor
- Front Desk Administration/Gift Shop
- Special Events
- Evening Rental Monitor

**Please list your special interests, skills or experiences below such as fund-raising, newsletter writing, cooking/nutrition, theatre, etc.**

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**Check the appropriate box below:**

- Employed full time  
 Employed part time  
 Not employed  
 Junior League Volunteer  
 Other \_\_\_\_\_

If employed:

Name of company or organization: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Are you currently a student?**  Yes  No

If yes – please list school: \_\_\_\_\_

Please list other experiences: \_\_\_\_\_

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Please list any special medical needs or limitations in order to volunteer:

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Are you currently or have you in the past volunteered with children?  Yes  No If yes, please indicate where, when and contact name and number: \_\_\_\_\_

Emergency contact name and number: \_\_\_\_\_

List medical doctor in case of emergency: \_\_\_\_\_

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I fully give INK permission to contact my references or to conduct a criminal background check if deemed appropriate. I declare that all of the information I have provided on this application is true and complete to the best of my knowledge. In the event that the emergency contact name is not available, I hereby grant INK my permission to secure emergency medical treatment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_