



409 Main Street • Niantic, CT 06357 • Phone: 860-691-1111 • Fax: 860-691-1194
www.cmsect.org

Volunteer Handbook

Welcome!

Thank you for volunteering at the Children's Museum of Southeastern CT. The following are guidelines that will help you become familiar with your responsibilities and the policies of the museum.

Our Mission

The mission of the Children's Museum of Southeastern Connecticut is to encourage learning and spark imagination by engaging children and all families through creative and hands-on play in a safe and accessible community environment.

Why do we need volunteers?

As a volunteer of the Children's Museum you are expected to help maintain all the exhibits so that they are ready to use by our patrons.

We are a small non-profit with a small paid staff; therefore, volunteers at the Museum are an important asset. Volunteers are essential in the operations and upkeep of the Children's Museum. When you help us, you help allow the museum to work at its full potential.

The museum offers on-site and off-site programs. On-site programs include Steamers, Steamtastic Saturdays, Special parties, birthday parties, group visits, and seasonal workshops. Off-site programs are mostly outreach learning opportunities for surrounding schools and organizations; however, it is very unlikely that you will participate in off-site programs.



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Who we are

We are a hands-on, educationally based museum which encourages imaginative play. Currently we target children ages 9 mo.- 8 years old.

Our exhibits are always changing, currently they include:

1. *Discovery room:*
 - a. Magnets
 - b. Animals
 - c. Creation Station
 - d. Makers Space
 - e. Flight Lab
 - f. Legos
2. *Imagination Room:*
 - a. The Global Cafe
 - b. The Farmer's Market
 - c. Fire Truck
 - d. Light house & Boat
 - e. Toddler Room
 - f. Blocks
 - g. Light Lab
3. *Outdoor Playground*

These exhibits along with demos and programming are what attracts families and the community to the museum.



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Who works at the museum

As a volunteer you will be working with the staff of the museum. Many times staff members will ask you to complete a task or project. Remember that there are no tasks too small, that every task accomplished goes toward the greater good. You could be asked to help set up for a birthday party, cut images for a program, or prepare membership renewal letter for mailing. All of these tasks help the museum run properly and efficiently.

Our current staff include:

Executive Director: Holly Cheeseman

Education Coordinator: Donna Dione

Assistant Education Coordinator: Jennifer Dums

Visitor Service Coordinator: Kathy Duda

Administrative Associate/ Visitor Services: Jenna Bristol

Visitor Services: Heather Rose

Marketing & Graphic Coordinator: Rita Rivera

Museum Educators:

Sarah Jolly-Ballantine

Sarah Plisinski

Kathleen Walvatne

Linda LaBrec

Bookkeeping: Deb Weller

Facilities & Maintenance: James Gillespie



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Volunteer requirements and obligations

When you are here, please understand that you are here to help. **If you don't want to help, don't be here!**

In conjunction with this rule please remember that as museum volunteer you are required to:

1. Take the position seriously. We ask that you dress appropriately for the day's work, do NOT use your CELLPHONES on the museum floor, and wear your name badge.
2. Complete the task when asked and be willing to accept direction and supervision. We have policies and procedures for you to follow, please follow them.
3. Be a team player. We are all here for the same purpose and are expected to treat each other with respect and courtesy; volunteer, staff and visitor alike.
4. Be responsible for tracking your museum hours in the log book. If you are unable to come in, please notify us. If you need to change your schedule in advance, please give us two days' notice, call or email.
5. Enjoy your time here at the museum. Remember that our visitors are here to learn and have fun, you should too!



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To Review:

- 1. Dress appropriately*
- 2. No cellphones*
- 3. Wear name badge*
- 4. Complete task when asked*
- 5. If you do not understand what or how to do something, please just ask!*
- 6. Be a team player*
- 7. Treat other volunteers, staff and visitors with courtesy and respect.*
- 8. Track your museum hours*
- 9. Call if you are unable to fill your shift.*
- 10. Have fun!*

*****Safety and Emergency Procedures:**

1. There is to be NO CHILD WITHOUT AN ADULT AND NO ADULT WITHOUT CHILDREN
**** If something looks suspicious bring it to the awareness of the staff****
2. It is our duty to provide a safe and clean environment for families to play and learn
3. In any emergency situation, volunteers should remain calm and find a staff member to assist carrying out emergency procedures.



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Upon arrival:

1. Put name tag on and fill out hours log
2. Check the “Volunteer Information” board for a general task list and any specific assigned tasks.
3. Begin each shift with a walk-through

Before you leave:

1. Did you fill out your hours log?
2. Did you put your name tag away?
3. Please fill out available shifts on the volunteer calendar. Write them down if you need help remembering.

Shifts examples:

10 a.m. -12 p.m. or 1 p.m.

12 p.m. – 2 p.m. or 3 p.m.

1 p.m. – 3 p.m. or 4 p.m.

2 p.m. – 4 p.m. or 5 p.m.

3 p.m.- 5p.m.



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Volunteer Jobs

Everyday	Weekly	Monthly	Special
<input type="checkbox"/> Walk-throughs <input type="checkbox"/> Clean and sanitize toys <input type="checkbox"/> Sanitize exhibits and surfaces <input type="checkbox"/> Indoor and outdoor trash cans and recyclable bins <input type="checkbox"/> Windows <input type="checkbox"/> Make penny cups <input type="checkbox"/> Fold brochures <input type="checkbox"/> Clean and restock store <input type="checkbox"/> Clean snack area <input type="checkbox"/> Mist/ feed animals <input type="checkbox"/> Check bathrooms <input type="checkbox"/> Shredding <input type="checkbox"/> Pick up scattered trash	<input type="checkbox"/> Cut greens for animals	<input type="checkbox"/> Clean blue blocks <input type="checkbox"/> Weed ornamental grass bed	<input type="checkbox"/> Help with class/ program prep <input type="checkbox"/> Make bubble solution <input type="checkbox"/> Weed by wall next to the water tables, then lay down mulch <input type="checkbox"/> Clean black tubes and tires in obstacle course <input type="checkbox"/> Bleach water table <input type="checkbox"/> Bleach bubble bin <input type="checkbox"/> Stuff envelopes <input type="checkbox"/> Clean and set up birthday parties <input type="checkbox"/> Help set and clean-up special events



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** Many of the tasks are mundane and repetitive; however, they are very important for the day to day operation of the museum. If you have special skills, please feel free to share them so that when the opportunity arises we can assign you to an appropriate task.

- I have read and agree to the contents in the Children's Museum of Southeastern CT's volunteer handbook

Name: _____

Signature: _____

Date: _____

Please read and sign the Sexual Harassment Policy and return them to the museum the day of your first shift.

We look forward to working with you and we hope you enjoy your time volunteering at CMSECT.