

MONROE SCIENCE CENTER

Teen Volunteer Program Guidelines

Mission

The teen volunteer program is for ages 13-17. Its intention is to offer education and real world experience to exceptional students in Union County. Our program can benefit those who are looking to enter a STEM or educational career.

Teen Volunteer Requirements for Acceptance

There are two enrollment sessions per year: one for the summer session in May and one at the start of the school year in August.

Teen volunteers are asked to volunteer a minimum of 80 and a maximum of 130 hours per session. No more than two days per week, and no more than 4 hours per shift.

Interested applicants must complete the program application and provide one letter of reference from academic or civic sources. No personal or family references will be accepted. Once the application and references are complete, the applicant will be subject to an interview process. Once accepted into the program, there will be an introduction given by the program leader on the volunteer's first day at the Science Center. The Monroe Science Center retains the authority to remove a volunteer from the program for violation of the guidelines.

Code of Conduct

Teen volunteers are expected to follow a code of conduct while participating in the program. Failure to comply will result in disciplinary action up to and including dismissal from the program.

a. Appearance

Volunteer attire consists of jeans, khakis, or black pants as long as they are free from holes, tears, and offensive language. We ask that you wear a solid color shirt in shades of blue, black or white. Clothing should be clean and neat.

Volunteers are required to report to the Science Center clean and well-groomed. The program leader will issue an ID badge indicating that you are a member of the Volunteer program. This must be worn at all times while on duty.

b. Professional Attitude

As a participant in the program, volunteers represent not only the Monroe Science Center, but also the City of Monroe. By entering, volunteers agree to adhere to all City of Monroe guidelines regarding ethics in the workplace. Also, please be mindful that we serve children in the community. Profane language or inappropriate comments will not be tolerated.

We are proud of the service that we offer to a diverse and growing community. Volunteers are expected to be consistently polite and respectful. Discrimination or disrespect based on race, religion, sexual orientation, nationality, gender identity, age, and disability is strictly prohibited and will result in immediate disciplinary action.

The use of personal cell phones is discouraged, except in an emergency situation.

c. Attendance and Tardiness

The program leader will coordinate with you about your schedule. Volunteers must contact the program leader if they are unable to report during their expected times. Inclement weather resulting in the closure of the Science Center will be reported on the Monroe Science Center website and Facebook page.

Prohibited Conduct

a. Tobacco Usage

Use of any tobacco products is prohibited on MSC premises. This includes smoking cigarettes, vaping, and chewing tobacco.

b. Alcohol and Drug Use

The use of alcohol or recreational drugs is prohibited. A volunteer found to be under the influence of either alcohol or recreational drugs will be dismissed from the program.

c. Weapons

Monroe Science Center has a zero-tolerance policy regarding weapons on the premises, no weapons of any kind allowed on the property.

Disciplinary Action

The MSC volunteer program has a “three strike” rule.

1st offense will result in a verbal warning.

2nd offense will result in a written warning. A written warning will be given to the guardian/parent and a parental signature will be required.

3rd offense will result in dismissal from the program.