Smithsonian Institution

BEHIND-THE-SCENES VOLUNTEER PROGRAM (BVP)

SAO, CAMBRIDGE, MA

Fax to: Ed Chaisson at (617) 495-7263
Email: echaisson@cfa.harvard.edu

Job # _____

BVP VOLUNTEER PROJECT DESCRIPTION

The information on this form will be recorded in the Behind-the-Scenes Volunteer Program database. Prospective volunteers will receive a copy of this description only when their interests match the description of tasks and their qualifications match the required skills. Please keep in mind that your description will be competing with hundreds of other Smithsonian volunteer descriptions. The more you can make yours stand out, the more likely you will get a volunteer referral. For suggestions on how to write an attention getting project, please contact the Behind-the-Scenes Volunteer Program.

BUREAU or MUSEUM_____ **DEPARTMENT** _____

USPS MAILING ADDRESS _____

BUILDING _____**ROOM #**_____**MRC**_____

BRIEF MISSION OF YOUR BUREAU, MUSEUM OR DEPARTMENT (include website if applicable)**:**

- **On-site Volunteer Supervisor** (name & title)_____

  Signature _____Phone _____ FAX _____

  SI e-mail Address _____

  Is this supervisor new to Behind-The-Scenes Volunteer Program? **YES*** **NO**

- **Volunteer Timekeeper** (name & title)_____

  Signature _____Phone _____ FAX _____

  SI e-mail Address _____

  Is this timekeeper new to Behind-The-Scenes Volunteer Program? **YES*** **NO**

A small informational packet will be sent introducing the program, roles and responsibilities

DESCRIPTION OF VOLUNTEER TASKS (include location of work and wheelchair accessibility considerations):

REQUIRED SKILLS, EXPERIENCE or EDUCATION:

Number of Volunteers Needed: _____ **Minimum hrs/volunteer/week**_____

Project Duration: Start Date _____End Date _____or Indefinite _____

YES_ or NO_ **Do you have an <u>urgent</u> need for BVP staff to find volunteer help for this project?**

YES_ or NO_ **In the interest of speed, do you give permission to have BVP staff release your name and contact information to any volunteer applicant who has been interviewed, screened and deemed appropriate for this project <u>PRIOR</u> to your review of the application?**

YES_ or NO_ **Can this project use short-term, time-concentrated assistance (e.g., one volunteer who can work for 30-hour weeks for 3 months)?**

YES_ or NO_ **Would you consider a mature high school student for this project?**

YES_ or NO_ **Could a volunteer work from home on this project?**

YES_ or NO_ **Is the supervisor available to supervise a volunteer on this project on the weekends?**

YES_ or NO_ **Is the supervisor available to supervise a volunteer on this project in the evenings?**

Name(s) of any volunteer(s) to whom this project applies: