Missouri Model Railroad Museum Volunteer Application

Thank you for your interest in becoming a volunteer with the Missouri Model Railroad Museum (MMRM.) Our volunteers are invaluable to the success of the MMRM and we appreciate your inquiry to the volunteer program. Our volunteers bring a wealth of knowledge and experience that help the MMRM develop into the amazing model railroad experience we strive to provide to each and everyone who enters the doors.

Applicants aged 13 to 17 are required to be supervised by an adult/guardian/family member at all times while volunteering in the Museum.

It is required that all accepted volunteers attend volunteer training in order to be released to work in the museum. Upon completion you will be given a Volunteer Handbook. Some volunteer positions will require a mentor that will be with you to help you reach your full potential and the ability to work independently.

Model Display Creation - Scenery, painting, backdrops, building scale models, 3D printing

Docents - Helping with scripted small group and large group reserved tours

Artifact Care/Railroad Collections - Assist with cataloging artifacts/ donated collections and display rotation

Special Museum Events - Assist with various events

Artists - Painting backdrops for the exhibit

Gift Shop/Front Desk - Assist members/guests, signing up new members, merchandise sales, assist in gathering tour groups together for the Docents

Theatre Attendants - Assist with presentation set-up, ticket taking, seating assistance and tear down

Historical Research - Research history of artifacts and general railroad history

Custodial - Care and upkeep of the interior of the museum

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Volunteer Code of Ethics

The Missouri Model Railroad Museum is a Not-for-Profit organization working in conjunction with the City of Independence. As a Business Entity we are all expected to conduct ourselves as such.

- Please refrain from using any type of language not appropriate for a business setting. There are families and children who are present and we want to project a professional atmosphere.
- During operating hours our visitors come first, we encourage visitors to ask questions about the different areas of the layout and encourage interaction. Please be available for visitor interaction.
- Please be mindful of your attire, please do not wear ripped jeans, ripped shirts, shirts with inappropriate graphics. We understand that some of the volunteer work may be dirty, please still dress appropriately. We provide aprons.
- Please refrain from “hanging out”, please take breaks in the Kitchen, or areas not interfering with the public's access to the museum.

Volunteer Understanding

- Volunteers are required to sign in and out in the volunteer log book. We have to report these hours to the City of Independence each month. These numbers also help the Missouri Model Railroad Museum with applying for future grant opportunities.
- If you have committed to volunteer for a specific event or hours and you are unable to make it, please contact the museum and let us know as we rely on your commitments.
- I further understand that volunteering with the Missouri Model Railroad Museum in no way constitutes any form of employment or compensation.

_____ _____

Volunteer’s Signature Date

_____ _____

MMRM Representative’s Signature Date

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First Name_____ Middle Intl_____Last Name_____

Street Address_____

City_____ST_____Zip_____

Best Phone Contact (_____) _____ - _____

Best Time to Contact_____

Email_____

Birthdate: Month_____ Day_____

Emergency Contact Information: Name_____

Relationship_____ Phone Contact (_____) _____ - _____

Hours of Availability

At this time the MMRM is only open to the public on Thursday's, Friday's and Saturday's from 10:00 am to 4:00 pm. We do have Work Days during non-public days, those are announced on our Volunteer Facebook Page. Upon volunteer training completion, a work shift calendar will be made available to you for shift selection.

Mon	Closed to the Public	Closed
Tue	Closed to the Public/Workday	
Wed	Closed to the Public/Workday	Closed
Thur	Open to the Public 10:00 am to 4:00 pm	
Frid	Open to the Public 10:00 am to 4:00 pm	
Sat	Open to the Public 10:00 am to 4:00 pm	
Sun	Closed to the Public	Closed

Previous Volunteer Experience (Please list places and brief description of duties)

_____

_____

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Currently (or in the past) do you have a model railroad? Yes_____ No_____

If Yes, Scale(s)_____

Skills you wish to share - Please check all that apply

_____ Wiring/Electrical _____ Scenicing _____ Tour Guide Exp.
_____ Model Building _____ Model Creation _____ Display Creation
_____ Working with Artifacts _____ Other_____

Areas of Interest you would like to Volunteer In

_____ Model Display Creation _____ Artists _____Docent
_____ Gift Shop/Front Desk _____ Theatre Attendants _____ Artifacts
_____ Historical Research _____ Special Events _____ Custodial

Do you speak any language other than English? Yes_____ No_____
If yes, are you fluent? Yes_____ No_____
If yes, are you willing to assist in tours that may require translation? Yes_____No_____

Volunteer Application Statement

The information contained in this MMRM Volunteer Application is current and true to the best of my knowledge. I understand that just by submitting my application it does not mean automatic acceptance. If accepted, I agree to participate in volunteer training in the areas of my interest prior to being able to start my first volunteer shift.

_____ _____
Volunteer *(Print Name)* Date Signed

_____
Signature

_____ _____
Parent/Guardian *(Print Name)* Date Signed

_____
Signature

Office Use Only

Submitted ____/____/____ Accepted ____/____/____ Training Date ____/____/____

Areas Approved for_____

Mentor _____ Start Date ____/____/____

Approved By_____ Date ____/____/____