



Dear Prospective Teen Volunteer,

Thank you for your interest in joining the COSI Volunteer Team. There are many exciting volunteer opportunities available at COSI. Our Youth Volunteer Program is for youth 12 – 18 years of age. The minimum time commitment for volunteering is 2 times a month for either a 4 – 8 hour shift each day. Through the volunteer program teens can participate as part of our Career Ladder and take advantage of trainings and workshops only open to COSI Team members and an opportunity to move into leadership roles. Volunteers receive many great benefits and recognition for their contribution.

The following items are enclosed in this packet:

- Volunteer application
- Practical Demonstration form
- Descriptions of ongoing volunteer assignments
- Tip sheets to ensure a successful interview and demonstration
- Frequently asked questions

Instructions:

- Complete and sign the volunteer application. Both the signature of the teen applying and a parent/guardian signature are required on the application.
- Read the assignments. Which one(s) interest you the most? Make a note on the application in the space provided.
- Fill out the Practical Demonstration form with a description of a demonstration you can perform during the interview. Please read the form for more information about the demonstration.
- Return the completed application and Practical Demonstration form to the Volunteer Office at COSI. There are three ways the application may be returned to COSI: Online via website, through the mail, or by fax. Please visit our website at www.cosi.org or see the top of the application for more information.

Process:

- Upon receipt of a completed application and Practical Demonstration form, we will call to schedule an interview. Please see the tip sheets provided to prepare you for this meeting. Typically, there will be 1- 3 COSI Team members present.
- On the date of your interview bring all materials necessary for your demonstration and any questions that you have about COSI or the Volunteer program.
- Upon successful completion of the interview, you will be scheduled for an upcoming orientation.

Thank you again for your interest in the Youth Volunteer program. COSI volunteers play an essential role in providing our guests with an unforgettable experience; one they will want to repeat time and again.

Sincerely,

Terri Gregoroff
Manager of Youth Volunteer Services

APPLICATION FOR YOUTH VOLUNTEER SERVICE

As part of the application process, the applicant must fill this out in his or her own handwriting

Personal Information			
Last Name	First Name	Middle Initial	Today's Date
Street Address			Home Phone
City	State	Zip Code	Grade Level
E-Mail			Date of Birth
Parent's or Guardian's Name and Contact (Phone # and/or e-mail)			
Name of School or Network		Are you homeschooled? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you affiliated with any network?	
Are any of your friends or family COSI Team members? If Yes, Please List:			

Volunteer Experience			
Name of Organization	Length of Service	Position	Description of Role

Employment Experience			

Availability						
Monday Times:	Tuesday Times:	Wednesday Times:	Thursday Times:	Friday Times:	Saturday Times:	Sunday Times:

Essay Questions

1. Describe a leadership role that you have played in any situation. What skills did you use to make leading the group successful? What did you learn from the experience?
2. What do you hope to gain from volunteering at COSI?

Volunteer Assignments

What Volunteer Assignment are you interested in applying for?
(Descriptions of Ongoing Volunteer Assignments are included with the application)

Reason for Volunteering

Required for:

- ☐ Community Service ☐ School ☐ Gain Experience ☐ Meet New People
☐ Mandated ☐ Club Requirement ☐ Other:

How did you hear about this volunteer opportunity? Please circle.

COSI's Website Counselor/Teacher Family Visiting COSI COSI Team Member
Friends Other:

Signature

I agree that the attached documents have been read, and the application has been completed thoroughly and truthfully in the youth's handwriting without omission to abilities and/or experiences. It is understood that this application, as well as further documents will remain confidential in COSI's Volunteer & Community Resources Office. I further understand that if accepted as a volunteer at COSI, my volunteer service will be at will, and that service at COSI may be terminated with or without cause, and without notice, at any time, at the option of either COSI or myself.

Youth Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Practical Demonstration

During your COSI volunteer interview you will be asked to present a short (3 - 5 minute) presentation. We would like you to teach us a simple activity like a simple craft, present a hobby you have an interest in, or science experiment. During your presentation we will evaluate your confidence, willingness to interact, and other presentation skills. Please remember that you will be responsible for providing all necessary supplies for up to 3 people to participate in your activity. Please complete a paragraph describing what you have chosen to present, and include this page along with your completed application.

Ongoing Volunteer Assignments

Guest Services Front Line Volunteer

This is your opportunity to serve our guests by answering their questions, helping them find their way, or by making a few good suggestions of things to check out during their visit. If you like to problem solve, meet challenges head on, and help spread the COSI cheer this opportunity is right for you. Volunteers are needed to assist at the guest services desk near the atrium and at the front of little kidspace®, assist guests throughout the building and in the exhibit areas, and usher Extreme Screen Movies. Volunteers that work with Guests Services carry a radio to assist with communication throughout the building. If you have great customer service skills then you will want to sign up to be a part of the Guest Services Team.

Floor Faculty Facilitator

Do you love to teach? Do you think an education career might be in your future? Become part of the Floor Faculty and find out if teaching is for you! On this team you will lead demonstrations, guide guests through activities, and even perform live shows. You'll learn about teaching and about yourself as you help guests fly hot air balloons or create towers from spaghetti. You'll build your presentation skills as you teach about skulls in the hallways, or reveal the power of electricity on the Electrostatic Generator stage. If you are fascinated by science, and want to share that fascination with COSI guests, then you will want to join the Floor Faculty.

little kidspace® Volunteer

little kidspace® is an area within COSI especially designed for our youngest visitors. The little kidspace® team is looking for volunteers who have a great imagination, patience, and the desire to help our youngest visitors learn through fun and interactive exploration. You can help a little one examine x-rays in the clinic, paint a house under construction, or build a castle with large building blocks. little kidspace® also has areas for kids to develop their motor skills as they crawl through tunnels, climb across a bridge, or go down a slide. As a volunteer you may also be asked to keep the older brother or sister engaged in a game or a puzzle, in the "Hangout Room," while the younger sibling explores. If you are interested in early childhood education and like to work with infants, toddlers, pre-schoolers, and kindergartners little kidspace® is the opportunity for you.

Programs Volunteer

Help a kid celebrate their birthday at COSI. Learn how to make Liquid Nitrogen Ice Cream as you help a guest discover this tasty wonder during a Birthday Party Workshop. Spend the night in COSI and bust out your wackiest moves in Camp COSI's Dance Mania. Work with families to help them solve puzzles, build a structural marvel, or dig for dinosaurs during Family Workshops. Help make a campers experience memorable through our Camp COSI Program in the summer. Programs volunteers have exceptionally flexible schedules, with workshops all throughout the week, and Camp-Ins that run overnight from January - May. Do you have three or more hours to give? Assist COSI in making our workshops a success!

Youth Volunteer Interview and Demonstration Tips

In preparation for your interview and demonstration, we recommend you visit COSI at least once by the time you send in your application. Observe volunteers in their assignments and determine your interests by the duties you see volunteers performing. Also use this time to think of questions you would like to ask so that you can learn more about COSI, the volunteer program, or volunteer assignments.

Please bring one of your parents/guardians to the interview. We would like to talk with them after your interview and answer any questions they might have.

Interview

Punctuality, friendliness, enthusiasm, preparedness, and presenting a clean and neat business appearance are important qualities of a successful applicant. This is your first opportunity to leave a good and lasting impression with the panel.

Be able to answer these questions:

- “Why should we select you over other candidates?”
- “What is COSI’s purpose?”
- “Why do you want to be a volunteer?”

We encourage you to prepare and ask the interviewers questions about volunteering, assignments, and COSI in general.

Preparation for Demonstration

Select an activity you can teach others that will last no longer than 5 minutes. It can be scientific or not. Consider safety precautions. *No animals, *No explosions, *No fire. State the purpose of your demonstration at the beginning and develop a strong closing.

- You may use note cards.
- Practice your presentation with friends and family.
- You are welcome to bring instruction sheets, pictures, display boards, etc. if you wish.
- Bring enough supplies for the panel (no more than 3) to participate in your demonstration.

Day of demonstration

Body language sends a message:

- Maintain good eye contact
- Appear relaxed; act pleasant, enthusiastic, confident
- Stand tall but don’t lock your knees
- Speak clearly and project your voice.
- Involve the panel in your demonstration.
- Be aware of timing; pace your presentation.

Upon completion of a successful interview, we will talk with you and your parent/guardian about the upcoming steps toward completing the orientation process.

Frequently Asked Questions

When can a teen become a Youth Volunteer at COSI?

We accept applications for the Youth Volunteer Program at age 12. Not all applicants are accepted into the program.

How does the application process work?

1. To become an applicant, we must first receive the following:
 - A. The Application for Youth Volunteer Service completed and signed by the prospective volunteer and by a parent/guardian.
 - B. A completed Practical Demonstration form.
2. The applicant will then be asked to interview in-person and perform their demonstration.

An applicant must be selected by members of the interview panel to become a COSI volunteer and then attend volunteer orientation.

What is Orientation?

It is an introduction to COSI designed to prepare individuals to volunteer and join the COSI Team. Volunteers will learn about the business side of COSI, rights and responsibilities, and becoming more knowledgeable about the culture and the building.

It is a series of activities including a computer-based training, self-directed COSI visit, and in-class Presentation.

Area specific training will follow.

What type of commitment is expected from a COSI volunteer?

Volunteering at COSI is a year-round open-ended commitment.

How many days per month can individuals volunteer?

Volunteers are required to serve a minimum of 2 days per month and no more than 3 days per week. Once placed in an area a regular schedule will be established with the supervisor.

When can I volunteer?

COSI needs volunteers during our regular hours of operation, for special events and programs, and during holidays throughout the year. Visit our website to learn more about our hours of operation.

Generally volunteers will be asked to come in before we open to the public for trainings, meetings, and to assist with getting ready for the day.

We also hold meetings, trainings, events, and programs in the evenings that volunteers might be asked to attend or assist with.

If you still have more questions before filling out the application, please e-mail us at cosivolunteers@mail.cosi.org or call (614) 629-3196.

NOTE: All placements are based upon COSI's volunteer openings