



Policies & Procedures

Safety & Security

Volunteers are responsible for the safety and security of all visitors. If a safety hazard is observed the volunteer must keep the visitors away from all hazards and notify staff immediately.

Dress Code

The dress code for all volunteers will fall in accordance with employee dress code policies. Further details will be provided.

Facilities

Volunteers are welcome to use all staff restrooms and areas (unless identified as staff only). Use of museum phones, computers or fax machines for personal use is prohibited.

Liability

Volunteers are required to report any volunteer related injury, regardless of severity, to the Volunteer- Intern Coordinator. A complete and official incident report form must be completed.

Sign In

Volunteers must sign-in and check-out at the admissions desk when working in the museum. The Volunteer-Intern Coordinator will register all volunteer hours in the database. Duplicates or verification of time accrued are available upon request.

Child Safety

Volunteers are responsible for the safety of all visitors, particularly children. Volunteers must alert and keep children away from hazards. If one suspects that a child is in jeopardy, one must report such observations to a staff member.

Harassment

The Children's Museum of Phoenix is committed to providing a work environment free of discrimination and harassment. We prohibit sexual harassment, and all forms of discrimination and harassment based on gender, pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin, physical or mental disability, medical condition, marital status, and registered domestic partner status.

Drugs/ Alcohol

Drugs and alcohol are not permitted on museum property. If a volunteer is suspected of being under the influence of a drug or alcohol, they will be asked to leave immediately and their volunteer status will be terminated.