

Omaha Children's Museum Volunteer Code of Conduct

Volunteers will be expected to conduct themselves in a respectful, professional manner that creates and maintains a positive impression of Omaha Children's Museum. Volunteers should avoid any action, which might adversely affect our visitor's or staff.

Omaha Children's Museum seeks to provide opportunities to a diverse community without regard to race, religion, creed, color, sexual orientation, and gender identity, and age, physical or mental abilities. We do not allow harassment or discrimination and we ask our volunteers to support an environment free from those. Volunteers must be at least 15 years of age to work with Omaha Children's Museum.

Volunteers are expected to be knowledgeable of and to follow Omaha Children's Museum' rules, policies and procedures, which apply to them or to seek clarification if unsure. Failure to follow these expectations may result in dismissal from the volunteer list.

Performance and General Expectations:

- ❖ Please arrive on site promptly for scheduled meetings and/or events.
- ❖ Check in with the reception desk in the Admin office to sign in to get a badge and let the team know you are here.
- ❖ Perform the tasks as instructed. If unsure, ask questions.
- ❖ Volunteers should be knowledgeable about programming and should be ready for general questions.
- ❖ Volunteers are required to observe all safety, health and sanitation rules.
- ❖ The Dress Code for Volunteers is business casual. You will be expected to dress for your day depending on the audience you are presenting to. Please, nothing with offensive logos or language.
- ❖ Volunteers will report all required state law concerns to the Omaha Children's Museum Staff, including suspicion or knowledge of abuse or harassment.
- ❖ Treat all participants and others with respect, and will serve as a positive role model.
- ❖ Do not use, duplicate or adapt Omaha Children's Museum programs at non-Omaha Children's Museum events without the consent of Omaha Children's Museum. The material used by Omaha Children's Museum is copyrighted intellectual and material property and unauthorized use can result in legal action.
- ❖ I clearly understand that I may not take part in, disclose/post information or pictures in regards to Omaha Children's Museum programs of which I am a part while on Facebook, Snap Chat, Tumblr, Twitter or other online social networks.
- ❖ I understand that Omaha Children's Museum may conduct a formal background check and that my Volunteer or internship status depends on satisfactory results. Additional forms will be required to complete this background check.
- ❖ I understand that all information I become aware of, while serving in a Volunteer capacity at Omaha Children's Museum, is completely confidential. This includes all programs and content, office operation and Omaha Children's Museum events. Disclosure and / or unethical use of confidential information or records is prohibited.
- ❖ To ensure integrity, respect and structure of the program, programming or staffing concerns should be discussed in private with the Omaha Children's Museum' Education Director.

Print Name: _____

Signature: _____ Date: _____