



## County of Volusia

### Marine Science Center

#### Volunteer Program Checklist

Please initial each step below to become a volunteer at the Marine Science Center. Once completed, the checklist will become part of your files as an MSC volunteer acknowledging that you have read, understand, and have completed the required documents to become a volunteer.

#### SECTION 1

1. \_\_\_\_ I have read, understand, and meet the following: Volunteer Program Requirements, Departmental Job Descriptions/Commitments and have selected my preferred Alternative Departments to volunteer on the Volunteer Application. Date: \_\_\_\_\_
2. \_\_\_\_ Complete the Volunteer Application and send it to the MSC Volunteer Coordinator at [mscvolunteer@volusia.org](mailto:mscvolunteer@volusia.org). Date Sent: \_\_\_\_\_

*At this time, the Volunteer Coordinator will review the application and choose the appropriate department considering experience, applicant's available schedule, and department openings. This process may take up to two-weeks.*

#### SECTION 2

1. \_\_\_\_ Registered for an available Volunteer Orientation and received training materials provided by the Volunteer Coordinator. Orientation Date: \_\_\_\_\_
2. \_\_\_\_ I have read and understand the training materials necessary to attend the Volunteer Orientation. Date: \_\_\_\_\_
3. \_\_\_\_ I have completed the Volunteer Orientation and understand the expectations of an MSC Volunteer. Date: \_\_\_\_\_
4. \_\_\_\_ I have received the On-Boarding Program acceptance letter and agree to placement into a specific Departmental Volunteer Program. Date: \_\_\_\_\_

*At this time, the volunteer will receive a Training Plan and Training Documents to review before the On-Boarding process begins. Acceptance in the Program guarantees a spot in the Volunteer On-Boarding process but does not guarantee a permanent spot in the assigned department.*

#### SECTION 3

1. \_\_\_\_ I have submitted the Volunteer Program Background Check. Date: \_\_\_\_\_

*Once the Background Check has been cleared, you will be contacted by a department manager to schedule the On-Boarding Program.*

2. \_\_\_\_ Departmental approval of the On-Boarding Completion. Date: \_\_\_\_\_

**Enjoy the benefits of being an MSC volunteer!**