

# HIGH DESERT MUSEUM

WILDLIFE *and* LIVING HISTORY

## **Teen Volunteer Behavior Standards**

- Teen volunteers will communicate with their content area Team Leads regarding regular scheduling, scheduled and unscheduled absences, and special events.
- If teens are out in public, off-grounds, wearing a High Desert Museum uniform, they will behave in a professional manner while representing the Museum.
- Cell phones are not allowed while teens are “on the clock.” Teens may use cell phones during lunch in areas not accessible or visible to the public.
- Teens may not use Museum computers unless they are part of a research project designated by their Team Leads.
- Respect and courtesy towards Team Leads is expected.
- Respect and courtesy towards all guests is expected.
- Respect towards all volunteers is expected.
- Inappropriate discussions or body language will not be tolerated.
- Socializing with volunteers, friends, family or Museum staff is acceptable in areas not accessible or visible to the public.

## **Teen Volunteer Appearance Standards**

- Teen volunteers will wear their High Desert Museum Volunteer Shirt and name badge at all times while volunteering at the Museum.
- Teens will wear closed toed shoes, khaki pants with limited pockets and no holes. Shorts must be mid-thigh or longer.
- Jackets, sweaters, or coats without any wording may be worn on cooler days.
- Perfume or cologne should not be worn while volunteering.
- Teens will refrain from wearing any jewelry that the Team Leads find distracting to the public or harmful to animals.
- Tattoos must be covered with appropriate clothing

**If a teen does not follow the above standards, a verbal warning will be given by their Team Lead and Museum staff will be notified. A second written warning will be given if the behavior continues and parents will be notified that there is an issue. If there is a third infraction, teens will be asked to leave the volunteer program.**