



# University of Colorado Museum of Natural History



Volunteer Orientation



# Welcome Prospective Volunteers!

Thank you for dedicating your time to the CU Museum of Natural History through volunteerism.

- ▶ In this orientation presentation you will learn:
  - ▶ Museum History and General Information
  - ▶ Museum Logistics (hours, parking, etc.)
  - ▶ Volunteer On-boarding Process
  - ▶ Museum Volunteer Policies

# Who We Are

- ▶ The CU Museum of Natural History has been on the Boulder campus since 1902, and moved into its current home in the Henderson Building in 1937.
- ▶ For more than 100 years, our curators and collections managers have been collecting objects and specimens for research at the museum. These collections are showcased through exhibits in the Henderson Building.
- ▶ The museum's Public Section staff provide opportunities for visitors to learn about the collections and research, as well as other important natural history topics, through educational programs, tours, and outreach events for all ages.



# Our Mission

- ▶ *The University of Colorado Museum fosters exploration and appreciation of the natural environment and human cultures through research, teaching, and community outreach. We provide academic training for graduate students in Museum and Field Studies; build, conserve, and interpret research collections; and offer exhibits and educational programs for the University and the public.*





# Our Collection



- ▶ The CU Museum of Natural History has nearly 5 million artifacts and specimens in our ever-growing collections.
- ▶ Volunteers provide an invaluable resource to our community by interpreting and presenting this collection through the museum's many programs.

Anthropology	1.5 million objects
	50,000 photographs
Botany	500,000 specimens
Entomology	800,000 specimens
Paleontology	600,000 specimens
Invertebrate Zoology	820,000 specimens
Vertebrate Zoology	120,000 specimens

# Visitation

- The CU Museum of Natural History welcomes over 40,000 visitors on-site annually.
- With the off-site programs, educational kits, and outreach events offered by the museum, we interact with well over 300,000 people every year.
- This impact reaches across the state of Colorado and beyond. We are always looking for opportunities to reach new and underserved audiences, and volunteers play an important role in helping us with this goal!





# General Museum Information

## Museum Hours

- Monday-Friday 9:00am – 5:00pm
- Saturday 9:00am – 4:00pm
- Sunday 10:00am – 4:00pm
- Closed on University Holidays
- Free Admission!



## Museum Contacts

- Museum Front Desk, (303) 492-6892
- Volunteer Email: [CUMNHVolunteers@colorado.edu](mailto:CUMNHVolunteers@colorado.edu)
- Samantha Eads, Volunteer Coordinator (303) 735-5015  
Email: [Samantha.eads@colorado.edu](mailto:Samantha.eads@colorado.edu)
- Cathy Regan, Family & Community Program Coordinator (303)-492-4843  
Email: [cathy.regan@colorado.edu](mailto:cathy.regan@colorado.edu)
- Jim Hakala, Senior Educator (303) 492-4458  
Email: [James.Hakala@colorado.edu](mailto:James.Hakala@colorado.edu)
- Museum Education Office, (303) 492-1666  
Email: [museumed@colorado.edu](mailto:museumed@colorado.edu)

# General Museum Information

## **Museum Address**

University of Colorado Museum of  
Natural History  
1030 Broadway Street  
UCB 218 – Henderson Bldg.  
Boulder, CO 80302







# General Museum Information

## How to Get to the Museum

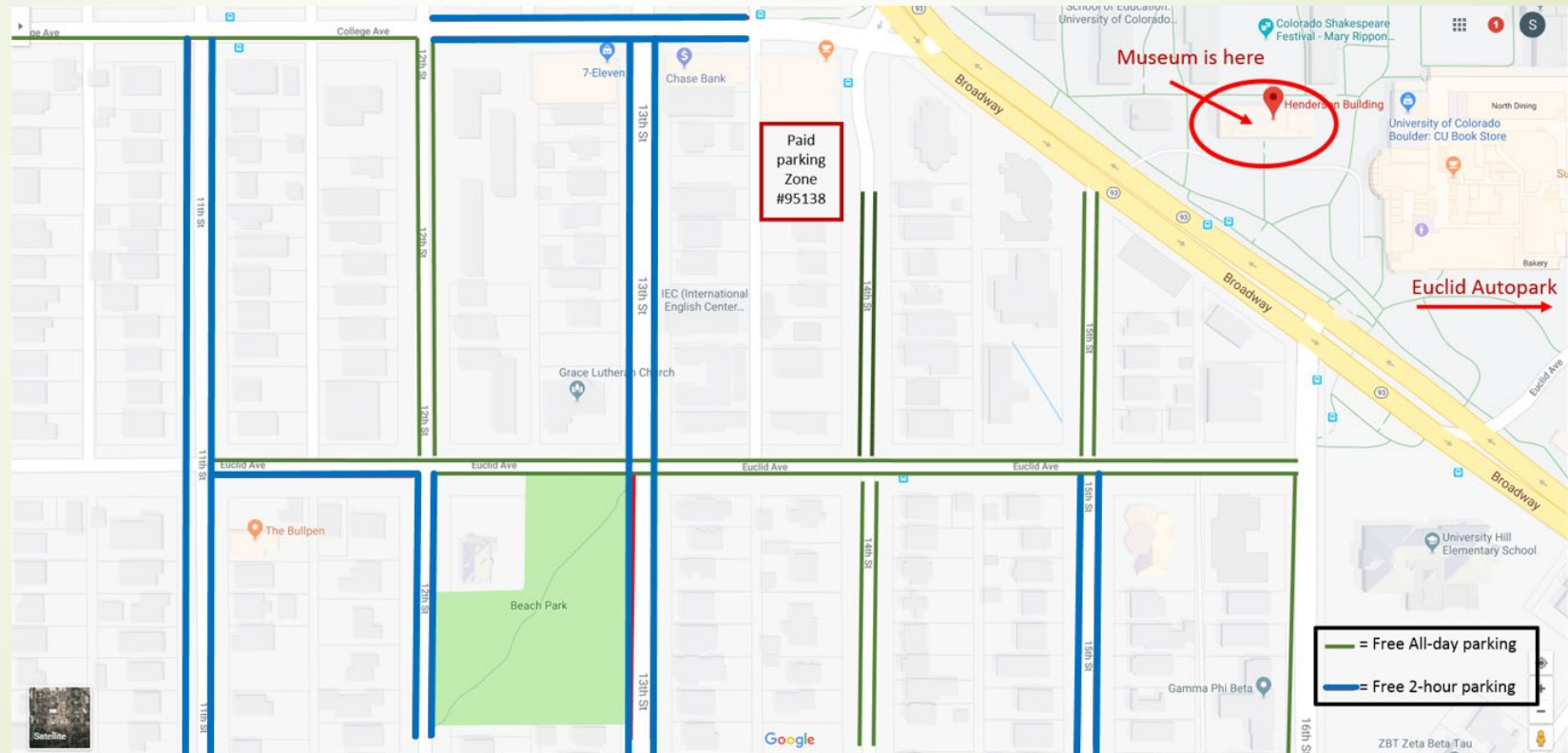
- ▶ There is a bus stop in front of the museum (Broadway & Euclid), and we encourage volunteers to utilize public transportation whenever possible.
- ▶ A B-cycle station is also located adjacent to the museum.
- ▶ If you must drive, we will pay for your parking. The parking lot in front of the museum is only open for parking in the evenings and on weekends. During normal business hours (M-F 9:00am to 5:00pm), it is a faculty and staff permit only lot.
- ▶ If you are volunteering during regular business hours, you can park in the Euclid AutoPark (1725 Euclid Ave.) or any other nearby ParkMobile parking areas. You can find free parking along the streets in the neighborhood across the street from the museum (free parking map included on next page).

The museum cannot reimburse you for parking, so do not pay at a ParkMobile Station in advance. Once you arrive at the museum, we will use the ParkMobile App to pay for your parking. You will need to provide us with the following information:

- ▶ ParkMobile Zone Number
- ▶ Your license plate number
- ▶ (Pro Tip: Take a photo of your plate with your smartphone so it is easily accessible!)

# General Museum Information

## Map of Free Parking near the Museum





# How to Become a Volunteer

- ▶ Prospective volunteers can get started by completing an online application found on the museum website:  
<https://www.colorado.edu/cumuseum/content/volunteer-application>
- ▶ Next, a background check must be completed. You will receive an email from HireRight, CU's contracted background check service. Please fill out the simple form to ensure easy, fast completion.
- ▶ Once the background check is completed you will be required to:
  - ▶ Log on to the Museum Volunteer website
  - ▶ Read through the orientation document
  - ▶ Read through the museum volunteer policies handbook
  - ▶ Confirm you read through and understand both documents via online signature.
- ▶ We will then schedule an in-person interview at the museum.



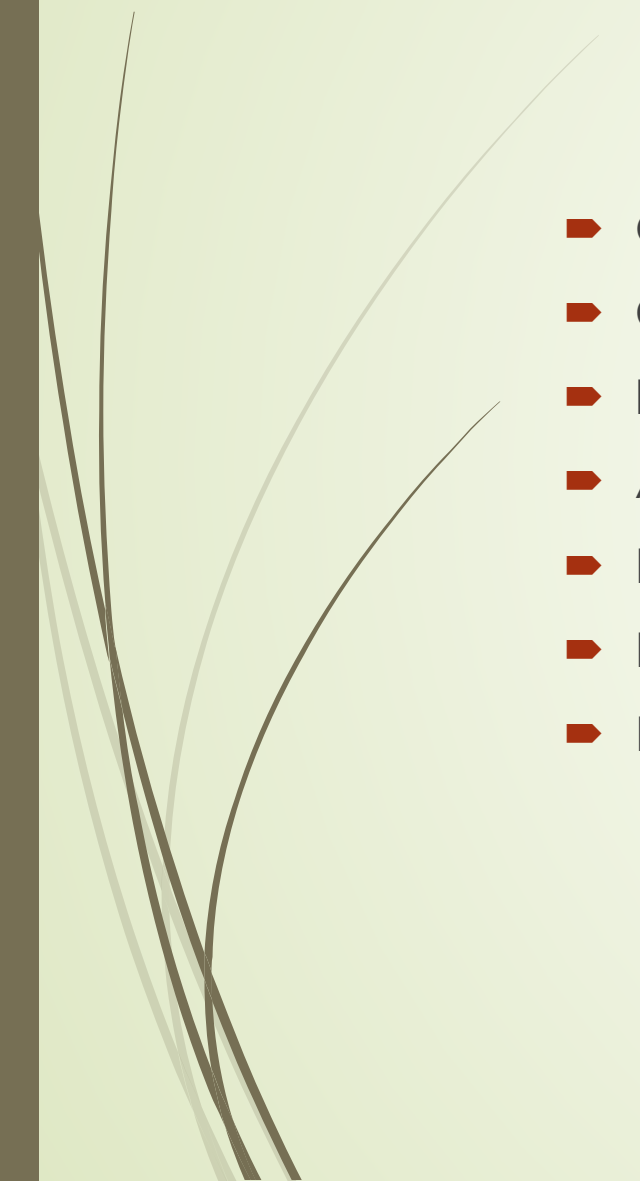


# What We Expect of You

- ▶ Age limit – museum volunteers must be 16 years of age or older.
- ▶ Dress code – pants, shorts, and skirts should be neat and clean with no holes, and shirts should have short or long sleeves and cover the mid-section.
- ▶ Schedule – volunteers must commit to a minimum 6 hours per month; there are opportunities during the weekdays, evenings and weekends to accommodate your schedule
- ▶ Reliability – if you are a no show for 2 volunteer shifts, your volunteer status will be suspended.
- ▶ Knowledge base – volunteers must stay current on program curriculum and exhibit information
- ▶ Communication – volunteers should respond in a timely manner to museum communications.



# What You Can Expect from Us

- Opportunities for life-long learning
  - Community connections
  - In-depth orientation, training, and supervision
  - Assigned duties based on interest, education, and experience
  - Development of marketable skills
  - Fun atmosphere
  - Recognition
- 

# Examples of Volunteer Opportunities



- Tour Guide
- On-site Program Facilitator
- Outreach Program Facilitator
- Program Preparation