



P.O. Box 3000  
Indianapolis, IN 46206-3000  
317-334-3322  
317-921-4019 fax  
[childrensmuseum.org](http://childrensmuseum.org)

## The interview, selection, and training process for volunteer applicants at The Children's Museum of Indianapolis

- 1. Online application:** Select the box according to the role that fits you; "Adult" or "Family" Note: A family volunteer requires the initial application of the family leader. After the application is complete, a link will be sent via email to allow the addition of minors between 8-17.
- 2. Background check:** We ask for your consent to a background check when you apply. The actual background check is conducted only for those volunteers who have been selected for a placement.
- 3. Interview sign-up:** Once you have submitted your application, you will receive an email invitation to sign up for a group interview. This first interview is a group interview that may include up to 10 other applicants. You must have your login information to select an interview date and time from the options available.
- 4. Interview:** During this interview, a Volunteer Services staff member will explain the various volunteer opportunities available, while getting to know a little more about your interests. If you are selected for a placement, you will be invited back for a second interview with a specific department manager. If you are not immediately selected, don't worry, new opportunities occur every 60-90 days. Check online!
- 6. Selection:** If you are selected for a placement after your second interview, and once your background check has cleared, then you will receive an email welcoming you to the team and an invitation to sign-up for the first step in the onboarding process: Day One.
- 7. Day one:** This mandatory training must be completed prior to your first day as an active volunteer. It takes 2.5 hours and includes paperwork, a museum tour, a safety and security presentation, and a new volunteer orientation session. Once you have completed the Day One Orientation, you will receive an invitation to sign-up for Day Two and Day Three of New Staff Orientation.
- 8. Day two and three New Staff Orientation (NSO):** This two-day training is mandatory for all museum volunteers, staff, and interns. NSO is offered monthly and is an all-day commitment. Participants hear from members of the museum's Executive Team, learn about the rich history of the museum, receive information about the campus, exhibits, mission, vision, core principles, and enjoy a behind-the-scenes tour of the museum.

Volunteers must complete NSO within 90 days of Day One. A one-day truncated version of NSO is offered quarterly on a Saturday for those who cannot attend during the workweek.