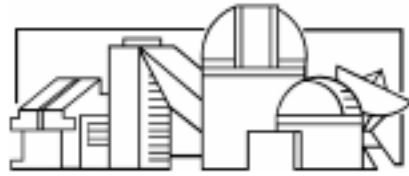


Kitt Peak Visitor-Center Volunteer Application



National Optical Astronomy Observatory Public Outreach 950 N. Cherry Ave. Tucson, AZ 85719 (520) 318-8440

Please print clearly.

Name _____ Dr. Mr. Mrs. Ms

Address _____

Phone _____ email _____

Work Experience, Retail Preferred. _____

Volunteer Experience _____

Will you commit to working one day per month? Yes No

Available weekends? Yes No Sometimes

Would you be available on call? Yes No Sometimes

See reverse for additional information

Kitt Peak Visitor-Center
Volunteer Program

Thank you for your interest in volunteering at Kitt Peak. The Visitor Center hosts approximately 50,000 visitors a year from around the world. Its efficient operation relies greatly on the efforts of volunteers like you. This application is for the position of Visitor-Center Volunteer.

Kitt Peak has two categories of volunteer staff: docents and volunteers. Docents lead tours, perform demonstrations, and are involved in various public outreach endeavors. Volunteers assist in the visitor center, primarily in the gift shop. They answer the phone, take reservations for the Nightly Observing Program, assist visitors in finding merchandise, hand out tour maps at the counter, attend to the videos, and any other tasks required by the staff under whose supervision they work. Volunteers are not responsible for handling money.

A typical shift begins at 10:00 AM and ends at 4:00 PM. Volunteers are expected to be in the gift shop at 10:00 and to stay until it closes at 3:45, assisting in the closing as necessary. Volunteers may schedule their shifts by calling the Visitor Center at the beginning of each month. Upon arriving for the shift, the volunteer must sign in and have the shift log initialed by one of the center staff. Volunteers are required to work a minimum of one shift per month. Any shifts in excess of that are at the discretion of the volunteer with the approval of staff and would be greatly appreciated.

Volunteers are granted certain privileges in exchange for their efforts. They may eat lunch free of charge in the cafeteria. A 15% discount applies to anything except Tohono O' Odam crafts that they purchase in the gift shop. And volunteers may ride the shuttles that run between the NOAO offices and Kitt Peak provided that an authorized driver is available. If a driver is not available, the volunteer must use his or her personal vehicle. Volunteers may also apply to become docents.

Kitt Peak National Observatory is an active research facility. The work being performed by the astronomers and technicians must be respected. The use and or possession of drugs or alcohol is strictly prohibited on Kitt Peak. The National Optical Astronomy Observatory, of which KPNO is a division, maintains a zero-tolerance policy toward sexual harassment. Once scheduled to work a shift, the volunteer must be present for that shift unless prior arrangements to the contrary have been made with visitor center staff. Safety while on shift is paramount. Volunteers are expected to present themselves in a professional manner when dealing with the public, staff, or other volunteers. Failure to abide by any or all of these regulations will result in dismissal from the Kitt Peak Visitor Center Volunteer Program.

I have read and understand all of the above and any questions I had were asked and answered to my satisfaction.

Signature of applicant

Date