## **Youth Work Experience – Application How To**

## **Summer Break 2019**

Information sessions are on April 15, 24, 30.

Students must attend an information session to be considered.



## **NEW APPLICANTS:**

- 1. All students should review all position descriptions prior to applying in the database.
- 2. Please click here to create a profile in our database.
- 3. You will be prompted to fill in a variety of fields. Important ones include:
  - a. Under Type of volunteer placement applying for: Youth Aquarium Volunteer
  - b. Scroll down to the Youth Aquarium Volunteer Application
  - c. Under Placement Date: e Summer Break 2019
  - d. Under Name of Role select one of the following. You might be interested in multiple roles, but please only select the role you want the most.
    - i. AquaCamps Leader
    - ii. Gallery Interpreter
    - iii. Street Team
    - iv. Visitor & Gallery Host
- 4. Visit www.myvolunteerpage.com
- 5. Click on Opportunities
- 6. Scroll down to Youth Volunteer Information Session @ the Aquarium
- 7. Select one of the three dates (April 15, 24, 30), sign up, and click confirm.
- 8. That's it! To double check you've done it right, click on **Schedule.** You should see it posted there.

## **APPLICANTS ALREADY IN THE SYSTEM:**

- 1. All students should review all position descriptions prior to applying in the database.
- 2. Please visit www.myvolunteerpage.com
- 3. You will need to edit your existing profile. Click on My Profile -> Additional Info
  - a. Under Type of volunteer placement applying for: Youth Aquarium Volunteer
  - b. Scroll down to the Youth Aquarium Volunteer Application
  - c. Under Placement Date: e Summer Break 2019
  - d. Under Name of Role select one of the following. You might be interested in multiple roles, but please only select the role you want the most.
    - i. AquaCamps Leader
    - ii. Gallery Interpreter
    - iii. Street Team
    - iv. Visitor & Gallery Host
  - e. Click save
- 4. Click on Opportunities
- 5. Scroll down to Youth Volunteer Information Session @ the Aquarium
- 6. Select one of the three dates (April 15, 24, 30), sign up, and click confirm.
- 7. That's it! To double check you've done it right, click on **Schedule.** You should see it posted there.

Have questions? Email workexperience@ocean.org

All those signed up will receive an email 48 hours prior to the session with additional details.