



Archaeological
Institute of America
Houston Society

***WE ARE SEEKING A FEW GREAT LEADERS
VOLUNTEER WITH THE ARCHAEOLOGICAL INSTITUTE***

We want **YOU to be a volunteer teaching assistant** in our family programs this year and are inviting you to apply. Successful applicants will interact with children using archaeology-based activities to help them learn more about their past. At our *Ancient Encounters*, *Children's Heritage Excursion*, and *World Trekkers* programs, you will be leading hands-on activities for children at museums and parks around Houston.

Teaching assistant applicants should have an interest in science, natural history, and social studies. They should communicate well with children and adults, demonstrate initiative, and have a positive attitude. To apply for the teaching assistant position, please complete all enclosed forms.

What's in it for you?

- Massive volunteer hours for National Honor Roll Society
- Effusive letters of recommendation for your college applications
- The opportunity to gain on-the-job experience that will build business skills
- The opportunity to work at the Science Museum and other major institutions throughout Houston
- Learn how to build interpersonal relationship skills with a large variety of individuals and ages
- The feeling that YOU have helped give opportunity to a child as well as their parents

How to apply

Please fill out the brief application. **Submit your application by email by Sept 25, 2015.** After all materials are received, we will contact you to schedule an interview at your school. You will be notified via email by Sept. 30, 2015 as to whether or not you have been accepted as a volunteer

**If you have any questions, please contact Scherie Townes by email at
archaeologyhouston@gmail.com**



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2015 Volunteer Teaching Assistant Application
ALL MATERIALS MUST BE RECEIVED BY EMAIL BY Sept 25, 2015.

STEP 1

Please email us the following information so that we may schedule an interview

Full Name, email contact, current high school, current grade level

STEP 2

After we receive the above information, we will call you to schedule an interview.

Please fill out this application below and bring it with you to your interview.

Applicant Name: _____

Current Grade: _____

Current High School: _____

Contact Information: _____

Cell phone, home phone, email

Signature of teacher recommending placement in program:

Signature of parent indicating approval for program participation:

Signature

Printed name

By signing below, I certify that I have parental approval to participate in this program.

_____ **Date** _____

Student signature

Mentee Responsibilities

Dress Code

Dress to impress

Company tshirt

Jeans or khakis, no loose-fitting jeans or shorts

Proper Business Etiquette

Develop life-long skills for business

Be on time

Bring a positive, helpful, cheerful attitude

Interact in a kind, professional manner with attendees

Treat adults with respect

Treat children with respect

Instruction/training

Here's how to do your job

Impart background information

Directions for activity

Teaching Methods

Behavior modification

How to handle problems

Understand how to properly direct attendees

Setup and Breakdown Instructions

It's a messy job, someone's got to do it!

Commitment

Please commit to at least two events