

# Burke Box Support

## Volunteer Position

Recurring shifts: Fridays 10-12pm and Tuesdays 1-3pm; timing can be flexible

## Description

The Burke Box program needs your help to continue offering quality, hands-on learning experiences to the students of Washington state! The Burke Box program serves over 36,000 PreK-12 students throughout Washington state every year. Burke Boxes are portable kits of museum-quality objects and artifacts, as well as lesson plans and activities that can be tailored to all ages and interests. With topics ranging from culture to earth and life sciences, our 20 Box titles support classroom curriculum by highlighting the natural world and Washington's cultural heritage. This volunteer position will support the Burke Box check-in procedures and quality assurance measures to ensure clients are receiving excellent educational experiences.

## Duties

### Key Responsibilities:

- Assist in maintenance and delivery of Burke Boxes including checking in returned Burke Box rentals and preparing outgoing boxes for pickup or shipment;
- Identify repair or replacement needs and communicate them to Burke Box or Education Collection staff;
- Transport boxes between loading dock cages and Education Workroom, and vice versa, as needed;
- Assist with preparation of teaching materials and collection pieces for use in Burke Boxes;

### Training and Support:

- Initial training session with Burke Box Manager
- Continued on-site support from Burke Box Manager, Burke Box Assistant and Education staff

### Commitment:

- Onsite commitment
- 2 hour shifts available primarily on Fridays and Tuesdays, some rare Wednesday shifts may be available; at least one shift per month required, 2+ shifts preferred.

## Qualifications

### Essential Skills and Qualifications:

To be successful in this role a volunteer must:

- Ability to lift and move up to 30 pounds alone and up to 60 pounds with assistance;
- Exhibit a high degree of initiative, flexibility, and ability to work both independently and in a team environment;
- Uphold the institution's commitment to equitable and inclusive practice;
- Have strong attention to detail and excellent organizational skills.

### Desired Skills and Qualifications:

We value the different backgrounds and cultural experiences volunteers may bring to this role:

- Interest in museum related content areas such as paleontology, geology, life sciences, culture, or education;
- Interest in education and educational resources, particularly for PreK-12 students;
- Cultural experience and/or knowledge relevant to Burke Box titles and contents

Have questions about this role? Contact Justine Tynes.

More information on Burke Boxes can be found on our website at:

<https://www.burkemuseum.org/education/educators-and-schools/burke-boxes>