LAMC STEM VOLUNTEER

APPLICATION PROCESS ➔

Go to the STEM office (CMS 14) and ask for the application for volunteer services. Fill out section 1 (volunteer application information) section 3 (Report of convictions) and Section 4 (signature and date) and give the application to any of the STEM staff on duty. One of the STEM staff will complete Section 2 of the application and return the form to the applicant.

STATE PRIMARY INTEREST:

- Events
- STEM Office
- Counseling
- Mentoring

QUALIFICATIONS:

EVENTS:

Applicant must be 18 years old or older. Applicant must have a perquisite of English 101.

OFFICE:

Applicant must be 18 years old or older. Applicant must have a perquisite of English 101. Volunteer must be familiar with Microsoft Word, Excel, Publisher and Power Point.

COUNSELING:

Applicant must be 18 years old or older. Applicant must have a perquisite of English 101. Be willing to participate in various STEM events, carrying items, setting up booths, registering students, participating in science experiments

Be friendly and a student advocate

Be willing to create and file student counseling folders

Experience in creating eye catchy fliers to publicize STEM events

Experience in outreach and recruitment and making presentations to inform the community about the STEM program
MENTORING:

Applicant must be 18 years or older. Applicant must have a perquisite of English 101. Knowledge in website redesigns, understanding of Google widgets, and social media strategy development.

LEARNING BENEFITS:

The volunteer will learn more about LAMC's STEM program, internally and externally. Learn how to operate the STEM office properly. Be able to help book appointments for both Counseling and Mentoring program.

EXPECTATIONS OF VOLUNTEER:

1. Keep all projects that volunteer is working on and all student information confidential.
2. Each volunteer will have a set schedule per semester.
3. Volunteer will be trained by person in-charged of primary interest selected.
4. Schedules for each volunteer will be set up weekly so they know what they are expected to accomplish.
5. Volunteer's work will be evaluated (for quality of work, punctuality, etc.) and this information will be used to develop a letter of recommendation if requested.

CONTACT INFO:
DIRECTOR- DR. MIKE FENTON
PHONE: (818)364-7888
EMAIL: FENTONMS@LAMISSON.EDU
OFFICE: CMS 243

Name of Volunteer:______________________________________
Area you wish to volunteer in:

Events____
STEM Office____
Counseling____
Mentoring____