



Museum of Science  
Science Park  
Boston, MA 02114-1099  
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## **Overnight Program Program Aide/Assistant INFORMATION SHEET**

### **PROGRAM ASSISTANTS ARE:**

- Scouts, ages 14 or older who are willing to spend time behind the scenes away from their group and who are eager to assist helping others.
- Pre-registered through their organization and the overnight program office.
- Youth, selected from their organization, who may have had some leadership training or experience.
- Supervised by the overnight program staff and your organization's designated adult.
- Fee \$20.

### **RESPONSIBILITIES and SAMPLE SCHEDULE**

|                |   |
|----------------|---|
| 4:30 pm        | Join the Overnight Staff for a meeting at the registration area. Review your schedule for the evening and meet staff. Follow the leadership and direction of the Overnight Staff – you are responsible to them all evening. |
| 5:00-7:00 pm   | With Overnight Staff, greet participants at the Garage entrance, assist with gear storage, give information and directions. Help clean up registration.   |
| 7:15 pm        | Attend Instructor meeting and meet the Instructor you will be assisting.  |
| 7:30 pm        | Help your Instructor set up. If everything's all set, attend the Opening Welcome show in Cahners Theater.   |
| 8:00-10:15 pm  | Assist Instructor with hands-on science workshop and snack time activity stations. Help set up and clean up workshop materials.   |
| 10:15-10:30 pm | Help Instructors return supplies to supply room and clean up.   |
| 10:30-10:45 pm | Help Staff and overnight participants in the gear storage area  |
| 10:45-11:15 pm | Observe Late show and assist participants with gear afterwards.   |
| Midnight       | Set up your designated sleeping area. Lights out. Good Night! zzzzz   |
| 6:30 – 8:00 am | Everyone WAKES UP!!! Pack up your stuff! Help direct participants to the garage and the Café. Assist groups with packing up as needed. Help Overnight Staff serve breakfast. Eat some!                                      |
| 8:00-10:00 am  | Join groups at Planetarium and OMNI show... help with Lost and Found.   |
| 11:00 am       | Program is over...pack up your gear and head on home. THANKS!!!   |