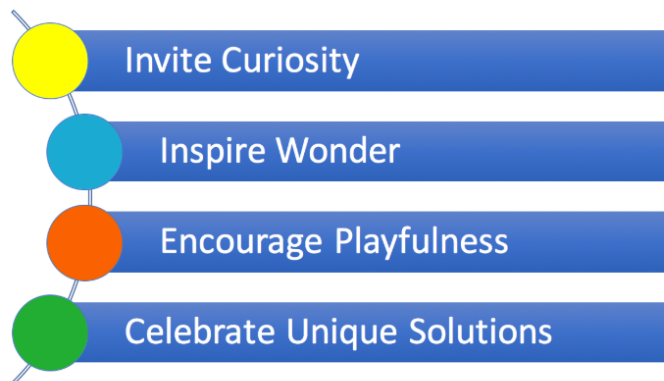




Junior Intern Handbook

Thank you for your interest in serving as a Junior Intern at Tynkertopia, Inc. Your efforts will help to develop creativity, inquiry, and STEM/STEAM skills in the young people of Flagstaff, AZ.

The Tynkertopia mission is to expand the creativity and inquiry skills of tynkerers by inviting curiosity, inspiring wonder, encouraging playfulness, and celebrating unique solutions.



Sincerely yours,

Alice A. Christie, Ph.D.
Founder and Creator of Tynkertopia

Rules and Regulations

While at Tynkertopia, Junior Interns will:

- wear Tynkertopia T-Shirts and ID badges,
- sign in and out in the Junior Intern log,
- record their activities in the Junior Intern log,
- turn cell phones to vibrate or mute while at Tynkertopia,
- wear close-toed shoes (no sandals or flip flops),
- ask permission if they wish to take any Tynkertopia materials home,
- assist in keeping all areas of Tynkertopia clean and well organized,
- stay home if they are sick after calling Dr. Alice to notify her that they are sick,
- notify Dr. Alice if they are unable to come to Tynkertopia because of another commitment,
- call and refer to Dr. Alice Christie as Dr. Alice while at Tynkertopia,
- check the Junior Intern board for daily jobs that need to be accomplished,
- treat all Tynkertopia guests and staff with respect and courtesy, and
- follow the policies listed below.

Tynkertopia Policies

Drug-Free Environment

Tynkertopia strictly prohibits the use, sale, or possession of illegal drugs at Tynkertopia or while engaged in Tynkertopia activities.

Smoking and Vaping

Tynkertopia is a non-smoking, non-vaping facility.

Cubby Area

The Tynkertopia cubby area is available for use by Junior Interns. Please keep the area neat and well organized. Please label your stored items.

Safety Rules

Tynkertopia Junior Interns will observe all posted safety rules, adhere to all safety instructions provided by the Tynkertopia staff, and use safety equipment as required. Tynkertopia should be kept neat, clean and orderly to provide maximum safety to all visitors, Junior Interns, volunteers, and staff.

Weapons

No firearms, knives of any kind, or other weapons are permitted at Tynkertopia.

Junior Interns Orientation

All Junior Interns are required to attend a regularly scheduled orientation to receive basic training on Tynkertopia's mission and operation procedures.

Junior Interns will be informed of the liability risks associated with the hands-on, interactive learning environment they will encounter while at Tynkertopia.

Review of Junior Intern Service

Junior Interns are encouraged to speak regularly with Dr. Alice about:

- ideas they have for new activities, events, classes, or curriculum, and
- concerns they have about their Junior Internship experience at Tynkertopia.

Junior Interns will participate in a monthly review with Dr. Alice to discuss ways they can improve their service and ways Dr. Alice can better support them in their role as Junior Interns.

Records

Every Junior Intern is entered into Tynkertopia's Junior Intern database to record the activities they performed and the number of hours they serve. Please notify Dr. Alice with any change of address, phone, and email. Junior Interns can request a copy of their Junior Intern record at any time.

First Aid/Emergency Procedures

A first aid kit is located in Suite 109 by the front door. In the event that someone needs first aid, direct them to the first aid kit, and assist the Tynkertopia participant or volunteer in any way you can. In the event of an accident or injury, notify a staff person immediately. Call 911 in an emergency.

If you are injured, report your injury to Dr. Alice. You may be asked to fill out an accident report.

Media

If any media outlet contacts you regarding information or an interview about Tynkertopia, please refer them to Dr. Alice Christie, Founder of Tynkertopia, Inc. Her email is founder@tynkertopia.org and her Tynkertopia phone number is 928-326-3400.



Tynkertopia Junior Intern Contract

Signature of Junior Intern

I agree to the terms outlined in the Tynkertopia Junior Intern Handbook.

Printed Name

Signature

Date

Signature of a Parent or Guardian of a Junior Intern

I agree to the terms outlined in the Tynkertopia Junior Intern Handbook.

Printed Name

Signature

Date

Alice A. Christie, Ph.D., Tynkertopia Founder

Date: