

WAVE HILL VOLUNTEER APPLICATION

Thank you for your interest in volunteering at Wave Hill. By contributing time and talent, scores of volunteers—from high school students to retirees—help our gardens and programs grow. Please fill out this application form to help us efficiently identify the positions best suited to your interests.

Send your completed application to Karen Schimmel, Visitor Services Manager, Wave Hill, 675 West 252nd Street, Bronx, NY 10471, tel: 718.549.3200 x238, fax: 718.884.0096, email:

karens@wavehill.org and she will be in touch with you to set up a time to meet.

_____ Date _____
Last Name First Name Middle Initial

Home Address _____
Street City State Zip

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Occupation (or Retired from/Student of) _____

Name of Business/School _____

Are you a member of Wave Hill? Yes No

How did you hear about Wave Hill? _____

INTERESTS & SKILLS

Do you have volunteer experience? Yes No

With what organization(s) have you volunteered? _____

What skills, interests or hobbies would you like to share with Wave Hill?

Is there a particular type of work that you would like to do? _____

Is there a particular type of work that you would NOT like to do? _____

Are you fluent in any language other than English? Please list: _____



OPPORTUNITIES

Is there a particular position you are interested in? (Check all applicable)

OUTDOORS

___ **Garden Guide:** Lead tours of the gardens and grounds. Must express interest in gardening and familiarity with botanical names. Attendance at monthly meetings and training sessions required.

___ **Greeter:** Welcome and direct the public, hand out support materials, and answer questions about the grounds, programs, history and facilities.

INDOORS

___ **Art Gallery Attendant/Exhibition Openings:** Greet visitors at the openings and answer questions about exhibitions and activities.

___ **Business Office Assistant:** Help staff run a smooth and efficient operation by assisting with filing, photocopying, typing and faxing.

___ **Membership Table Assistant:** Actively sell memberships, welcome visitors and provide information at gallery openings, dance performances, theme weekends and other events.

___ **Development and Membership Assistant:** Assist in all office functions including filing, copying, faxing, labeling and stuffing envelopes, and opening and sorting membership mail.

___ **Family Art Project Assistant:** Help with set up, flow of materials and clean up for family art workshops.

___ **Public Program Administrative Assistant:** Assist in office functions including filing, copying, data entry, and proofreading spreadsheets. Volunteers should have database experience and knowledge of Excel and Word.

___ **Public Program Assistant:** Assist with adult art workshops -- set up and flow of materials, as well as cleanup. Work at concerts and screenings taking tickets and assisting the public. Assistants have the opportunity to participate in workshops and attend concerts and screenings free of charge. Workshops, screenings and concerts occur during weekend afternoons and volunteers typically work a three-hour shift in the afternoon.

___ **Public Relations Assistant:** Assist with press release mailings, Internet research, flyer distribution, general office maintenance and Wave Hill representation at street fairs.

___ **Shop Attendant:** Greet visitors, process sales on a computerized register, price merchandise and assist with inventory.

AVAILABILITY

Are you interested in occasional jobs? Yes No Time of year unavailable: _____

When are you available to volunteer?

WEEKDAYS: _____ AM _____ PM

WEEKENDS: _____ AM _____ PM

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Address _____ Phone _____

The above information is accurate and correct to the best of my knowledge.

Signature _____ Date _____