

GREENWOOD GARDENS
274 Old Short Hills Road
Short Hills, New Jersey 07078
T: (973) 258-4026

greenwoodgardens.org email: info@greenwoodgardens.org

Volunteer Application

Contact Information

Date: _____

Name: (Circle one) Ms. Mrs. Mr. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone (____) _____ - _____ Work (____) _____ - _____ Cell (____) _____ - _____

Best way to contact you: email home phone work phone cell phone

Email: (Please provide an email address where volunteers can communicate in a group forum)

_____ @ _____

You must be at least 17 to volunteer with The Green Team. All other volunteer positions are for ages 18 and above. If you are age 17, parental/guardian consent is required. I authorize my child _____ to volunteer at Greenwood Gardens _____

Signature of Parent/Guardian

Date

Current Occupation: _____

Current Employer: _____

Birthday: Month/ Day only: _____

_____/_____/_____

If student, what school do you attend? _____

If retired, what was your former occupation? _____

Emergency Contact number: _____ Relationship to you: _____

Allergies/Physical Limitations: _____

Primary Physician: _____ Hospital Preference: _____

Volunteer Opportunities

Please review the selections below and check the positions for which you would like to volunteer. Please note that not all the positions will be immediately available, but it will be helpful for us to know your area of interest, now, or in the future.

Horticulture:

- The Green Team: Gardening at Greenwood*
Wednesdays, 9:00am to 11:00am only
-

Office Support: (Ages 18 + only)

- General office support including mailings, telephones, etc.*

Please indicate your availability:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visitor Services: (Ages 18 + only)

- Tour Docent*
 Welcoming Guests/Gift Shop Assistant
 Special Event Support

Please indicate your availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 9:30-12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon 12:30-3:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training sessions are required for Visitor Services Volunteers. Sessions consist of five (5), one hour informative presentations at Greenwood. Tour Docents must accompany 2 guided walking tours before leading groups. Please initial here that you agree to these general guidelines. _____.

Other Information

Have you ever been to Greenwood Gardens? _____ Are you a member? _____

How did you hear about the Volunteer Program? _____

In the section below, please describe any certifications, educational experience, training, skills, interests, or hobbies that you would like to volunteer.

Certification:

Education:

Training:

Skills:

Interests:

Please describe, if any, your past volunteer experiences.

Other areas of interest and expertise that you could offer: Please circle:

Propagation

Naturalist

Administrative Work

Photography

Carpentry

Grant-Writing

Other areas not listed? _____

Would you be interested in assisting with publicity? Yes _____ No _____

Would like more information _____

An initial screening will take place on: (Date)_____ (Time)_____
With _____

Thank you for your interest in participating in the Greenwood Gardens Volunteer Program! After reviewing your form we will contact you to discuss your interest and help find the volunteer opportunity most suitable for you. We look forward to seeing you in the garden!

We appreciate your interest in volunteering at Greenwood Gardens. Your commitment and dedication will ensure our guests a memorable visit.

Please send, or email your completed Volunteer Application to:

Greenwood Gardens
274 Old Short Hills Road
Short Hills, NJ 07078

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