



# GREENWOOD GARDENS

CONNECTING PEOPLE WITH NATURE IN A HISTORIC GARDEN OASIS

## Volunteer Application

### Contact Information

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Date: \_\_\_\_\_

Name: (Circle one) Ms. Mrs. Mr. Other \_\_\_\_\_

List Pronouns: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

\_\_\_\_\_ @ \_\_\_\_\_

You must be at least 18 years of age to be eligible to volunteer at Greenwood. By initialing below, I hereby certify that I am 18 years of age.

\_\_\_\_\_

Initials

\_\_\_\_\_

Date

If you are a student, what school do you attend?

\_\_\_\_\_

If you are employed, what is your occupation and name of your employer?

\_\_\_\_\_

If you are retired, what was your former occupation?

\_\_\_\_\_

Are you certified in CPR? Yes \_\_\_\_\_ No \_\_\_\_\_



**Volunteer Opportunities**

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

**Horticulture:**

- The Green Team: \*Must have gardening experience. See separate questionnaire.*  
 The Green Team works one to three hours on designated days starting at 9:00 a.m.
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**Office Support:**

- General office support including answering telephones*

*Please indicate your availability:*

Wednesday    Thursday    Friday  
                       

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**Visitor Services:**

- Guided Tour Docent*  
 *Garden Docent (stationed in specific garden areas)*  
 *Greeter*  
 *Special Event opportunities*

*Please indicate your availability:*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 10:00-1:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon 1:00-4:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Yearly intensive training sessions and refresher courses are offered in April. These required trainings for all positions consist of informative presentations and walking tours at Greenwood. Tour Docents must accompany three (3) guided walking tours before leading groups. Tour docents are accompanied by another volunteer or Greenwood staff member for support on their first tour. Please initial here that you agree to these general guidelines.**

\_\_\_\_\_.



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## Other Information

Have you ever visited Greenwood Gardens? \_\_\_\_\_

Volunteering at Greenwood is a benefit of our Membership program. 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 would enhance your volunteer efforts.

Certification:

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Education:

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Training:

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Skills:

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Interests:

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Please describe, if any, your past volunteer experiences.

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Other areas of interest and expertise that you could offer. (please circle):

Administrative Work

Carpentry

Naturalist

Photography

Propagation

Publicity

Other areas not listed? \_\_\_\_\_

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TO BE COMPLETED BY ADMINISTRATIVE STAFF:

An introductory meeting will take place on: Date \_\_\_\_\_ Time \_\_\_\_\_

With \_\_\_\_\_

**Thank you** for your interest in participating in the Greenwood Gardens Volunteer Program! Volunteers are an extension of the Greenwood staff and as such, are expected to meet standards of organizational protocol. You will be asked to sign protocol, code of conduct, and confidentiality forms. After reviewing your application, we will contact you to discuss your interest and identify the volunteer opportunity most suitable for you. Your commitment and participation in the Volunteer Program will ensure our visitors a memorable visit.

Please send or email your completed Volunteer Application to:

Greenwood Gardens  
Attn: Stephanie Murphy, Public Engagement Manager  
274 Old Short Hills Road  
Short Hills, NJ 07078  
Or by email: [smurphy@greenwoodgardens.org](mailto:smurphy@greenwoodgardens.org)