



Volunteer Application

Contact Information

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 _____



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Volunteer Opportunities

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.

Office Support:

General office support including answering telephones

Please indicate your availability:

Wednesday Thursday Friday

Visitor Services: *Please indicate your preference and weekday availability by checking the boxes below:*

- Guided Tour Docent*
- Garden Docent (stationed in specific garden areas)*
- Greeter*
- Visitor Relations*
- Member Relations*
- Gift Shop Assistant*
- Special Events Opportunities*

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

_____.



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:

Education:

Training:

Skills:

Interests:

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? _____

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