

SNUG HARBOR CULTURAL CENTER & BOTANICAL GARDEN
 1000 RICHMOND TERRACE
 STATEN ISLAND, NY 10301
 TELE: 718-425-3556 FAX: 718 815-0198

Thank you for your interest in volunteer opportunities at the Snug Harbor Cultural Center & Botanical Garden.

The volunteer application process is:

1. Complete the application on both sides of this page .
2. Interview by volunteer coordinator
3. Attend volunteer orientation training
4. Training (where necessary) in area(s) in which volunteer work will be done.

VOLUNTEER APPLICATION (PLEASE PRINT ALL INFORMATION)

NAME: _____
 ADDRESS: _____ APT. NO. _____
 CITY _____ STATE _____ ZIP _____ EMAIL: _____
 HOME PHONE NO. _____ BEST TIME TO CALL _____
 WORK PHONE # _____ BEST TIME TO CALL _____
 FAX # _____ BEEPER/CELL # _____
 WORK PLACE _____ WORK ADDRESS _____
 EMERGENCY CONTACT: _____ TELEPHONE _____

REFERENCES: (MUST LIST TWO - GIVE NAME, ADDRESS, & TELEPHONE NOS.)

1. _____
2. _____

EDUCATION

CURRENT SCHOOL (IF ANY) _____
DEGREES/LAST GRADE COMPLETED _____

HOBBIES/INTERESTS/SKILLS

IF ARE YOU FLUENT IN A LANGUAGE OTHER THAN ENGLISH (PLEASE LIST)

- 1) _____ 2) _____

AVAILABILITY (MARK WITH A YES)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING							

COMMENTS _____

SIGNATURE _____ DATE _____

STATEN ISLAND BOTANICAL GARDENS USE ONLY: PLEASE DO NOT WRITE BELOW THIS LINE

APP. SENT	INTERVIEW ORIENTATION:	REGULATIONS AGREEMENT
APPLICATION REC:	INTERVIEW:	PPD:

(OVER)

SNUG HARBOR CULTURAL CENTER & BOTANICAL GARDEN
VOLUNTEER OPPORTUNITIES
PLEASE CHECK THE CATEGORIES THAT ARE OF INTEREST TO YOU

GARDENS

Assist staff in planting and garden maintenance. Staff supervision required

CONSERVATORY

Assist staff in potting, propagating and maintenance of conservatory collections.
Staff supervision required.

ROSE GARDEN

Assist staff in pruning, deadheading, weeding and cultivating rose plantings.
Staff supervision required.

PLANT SALE

Sales and information personnel needed for spring plant sale.

GARDEN TOURS

Conduct scheduled weekday or weekend tours of the gardens.
Training sessions given.

CHINESE SCHOLARS GARDEN TOURS

Conduct scheduled weekday and weekend tours of the garden. Training sessions given.

GIFT SHOP

Assist with sales, inventory and displays. Staff supervision required. Spring and Summer
hours Tuesday to Sunday 10 AM to 5 PM. Fall and Winter hours Tuesday to Sunday 10 AM to 4 PM.

WORKSHOP

Work with volunteers in creating handcrafted items for sale in the gift shop.

CLERICAL

Assist with reception, data entry, telephones and mailings to members and general public.

GALLERIES

Assist with greeting guests and acting as a docent for exhibits on display.

SPECIAL EVENTS

Assist with implementation and organization of special events held throughout
the year.

TRIBUTE CENTER

Receptionist – 10 AM to 4 PM.

SHCC & BG closed – Thanksgiving Day, Christmas Day and New Year's Day