



Volunteer Application and Disclaimer

Tanglewood Nature Center and Museum
443 Coleman Ave. Elmira, NY 14903
Phone: (607) 732-6060 Fax: (607) 732-6210 Website: www.tanglewoodnaturecenter.com

Our Mission:

“To lead and support education and preservation efforts in our region to achieve a heightened awareness, understanding, enjoyment, and caring for our natural environment.”

Today’s date: _____

Contact information:

Legal Name: _____

Preferred Name or nickname: _____

Date of birth (month/day/year) _____

Street address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

(We use email as our primary means of contact, so please use an email address that you check regularly!)

Emergency information:

Health limitations/allergies: _____

Emergency contact name: _____ Phone number: _____

Name of parent/guardian if a minor: _____

Signature of parent/guardian if a minor: _____

Personal references:

Name: _____ relationship: _____ email: _____

Name: _____ relationship: _____ email: _____

Volunteer Waiver:

I, _____, understand that if I am accepted as a volunteer for Tanglewood Nature Center and Museum, I will follow to the best of my abilities the guidelines set forth in the Volunteer Handbook. Should I be unable to follow the guidelines of the Handbook, I will make it known to the Volunteer Coordinator and/or other approved Tanglewood staff member(s) as soon as possible, to ensure the safety and wellbeing of myself, others, and the animal residents of Tanglewood.

I understand that should I be injured, become ill, or otherwise require medical treatment in the course of acting as a volunteer for Tanglewood that I waive any claim against Tanglewood Nature Center and Museum, Tanglewood staff, and Tanglewood's Board of Directors that would be attributed to such circumstances.

By signing below, I acknowledge that I have read, understand, and agree to the above statements.

Printed name: _____

Signature: _____

Supervisor Signature: _____

Date: _____

Areas of interest (check as many as you are interested in!)

- Education (teaching or assisting with field trips)
- Trail, lawn, and meadow mowing
- Trail stewardship (markers, removing fallen trees, improving drainage)
- Representing Tanglewood at off-site community events
- Animal care (feeding, watering, cleaning)
- Office assistance (mailings, gift shop, thank you notes, etc)
- Saturday front desk/greeter
- Fundraising committee (planning and executing Tanglewoodstock and Haunted Happenings, our two big parties!)
- Programs and exhibits committee (planning public programs like Owl Walks, school and camp activities, planning improvements for exhibit hall)
- Marketing committee (developing new strategies to raise awareness of our mission and programs)
- Membership (recruiting new members, corporate members)
- Facilities and Trails committee (oversees maintenance and repairs for both buildings, 250+ acres of land and trails, etc)

Committees generally meet once a month or once every other month, depending on the nature of the committee's work and projects. Meeting times depend on when the volunteers, staff, and Board members are available.

Are there any other projects or volunteer service ideas you are interested in?

Any previous experience or education relevant to your volunteering here?

Dates and times of availability:

Date available to start: _____ Available long term? Yes / No

If no, what date will you stop? _____ *For example - if you go back to school in late August – that helps us assess what opportunities are a good fit for you and for us!*

Hours available: (ex. 9am-12pm)

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Many of our volunteer opportunities are limited to our regular open hours, which are 9-4 Tuesday through Friday, and 10-4 on Saturdays.

NEXT STEPS/WHAT TO EXPECT AFTER YOU SUBMIT THIS APPLICATION!

1. The volunteer coordinator will run a Sex Offender Registry check. It can take up to 5 business days for me to receive a reply.
2. The volunteer coordinator will email you to arrange an interview to get to know more about your skills and the position you're interested in. Often, this can be combined with an orientation and you can go right away!

Please bear in mind that the volunteer coordinator is a part-time position, combined with other responsibilities and duties. (I also teach educational programs here and off-site, do marketing and media, and more – on 30 hours/week.) **So it may take up to an additional week for me to reach out after I get the SOR check back. Please be patient!** If you don't receive any contact after two weeks, please feel welcome and encouraged to send a quick email to me checking in about application status. My goal is to move more quickly than that but sometimes teaching and other deadlines come first!