

Gwinnett Environmental & Heritage Center
2020 Clean Water Drive
Buford, Georgia 30519

Volunteer Application Process

Dear Volunteer Candidate:

Thank you for your interest in serving at the Gwinnett Environmental & Heritage Center. We are delighted that you are willing to work with us. In order to participate we need you to complete the application process. You must be 16 years old to participate.

- You have completely filled out the application
- You include a copy of your driver's license or photo I.D.
- You have provided three letters of reference which may include employer, pastor, or fellow colleague (who have known you for 2 years or more) and **may not** be a relative. Please have the letters of reference sent directly to the center to the attention of Catherine Long.

Once this process has been completed, the volunteer must attend an orientation/training session. The volunteer will be under a probationary period for six months upon beginning their assignment. A volunteer's tenure will be at the discretion of the Education Department based on performance and attitude. The volunteer's supervisor will be the Education Program Coordinator. After one year, the volunteer will be evaluated and if a satisfactory report is given then the volunteer may be eligible to apply for the next year.

If you have any questions or concerns, please feel free to contact me at (770) 904-3500.

Sincerely,

Catherine Long
Program Coordinator

Volunteer Application

Personal Information

Name: _____

Street Address: _____

City _____ Zip Code _____

Phone: (home) _____ (work) _____

(cell) _____ (email) _____

Employer: _____

Education

High school _____

College _____

Address _____ State _____

Major _____ Major/Minor _____

Post-Graduate School Attended _____

MA Field _____ PhD Field _____

Please list interests, special skills, out-of classroom experience, and projects you have worked on that are applicable to this center (please attach an additional page if needed).

Volunteer Descriptions

Ticket Sales/Gift Shop: assist staff with selling of tickets and merchandise to visitors and help answer visitors' questions.

2 4-hour shifts a month are required.

Tour Guide/Docent: lead a group tour through any of our permanent and changing exhibits or assist with school group tours.

2 4-hour shifts a month are required.

Technology Assistant: provide technology assistance to our visitors by assisting with phone calls, facilitating computer use in library and teacher workstations. This also includes preparing technology for K-12 field studies programs and events at the center.

2 4-hour shifts a month are required.

Trail Trekkie: help keep our trails clean for our visitors and also lead groups on nature hikes.

2 4-hour shifts a month are required.

Summer Camp Assistants: assist in a variety of avenues during our summer camps.

2 4-hour shifts a month are required.

Birthday Party Assistant: come and help entertain our birthday party guests as they experience a uniquely designed birthday party.

Flexible hours based on event.

Garden Guru: have a green thumb-help us keep the garden growing by assisting in the planting and maintenance of our garden.

2 4-hour shifts a month are required.

GwinnAnt Costume: serve the children by wearing this costume (you need to be between 5'7" -5'9" to participate), special events and birthday parties are just a few of the events where GwinnAnt will be present.

Flexible hours based on event.

Volunteer Choices

Please check all that apply.

_____ Ticket Sales/Gift Shop

_____ Summer Camp Assistants

_____ Tour Guide/Docent

_____ Birthday Party Assistant

_____ Technology Assistance

_____ Garden Guru

_____ Trail Trekkie

_____ GwinnAnt costume

Availability

DAY	MORNING (8am-12pm)	AFTERNOON (12pm-5pm)	EVENING (after 5pm)	ANYTIME
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

What kind of assignment would you prefer?

Ongoing _____ Short Term _____ Special Event _____ Any of these _____

In case of emergency, please contact:

Name _____ Relationship _____

Address _____

Daytime Phone _____ Evening Phone _____



Name: _____
(Please Print)

In consideration of being accepted as a volunteer for the above reference department of Gwinnett County, and with knowledge that I will be working, directly and indirectly, in a volunteer capacity for Gwinnett County involving various duties, I recognize fully that my presence and activity as a volunteer may involve some element of risk.

I, the undersigned, do hereby waive and release any and all rights or claims of any kind or nature of myself, and those of my heirs or assigns, which may exist or accrue in the future against Gwinnett County, its various departments, its personnel, employees, officials, staff, or agents because of, as a result of, or in connection with the duties, responsibilities, and work which I will undertake as a volunteer for Gwinnett County.

I understand that as a volunteer I am in no sense an employee of Gwinnett County, and that I possess no rights under the Gwinnett County Merit System. Further, I understand that I am not entitled to benefits or worker's compensation benefits from Gwinnett County, which may accrue to its employees. I further understand that I am not entitled to any vested rights to which an employee of Gwinnett County may be entitled.

I acknowledge and understand that I am only to perform such functions as specifically directed by the departmental representative to whom I am assigned.

Signature of Volunteer

Date Signed

Parent's Signature for Minors Under 18

Date Signed