



# Volunteer at Hartley Nature Center!

Name \_\_\_\_\_

Day Phone \_\_\_\_\_

Address \_\_\_\_\_

Evening Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

## Positions (check all that apply): See reverse side for Descriptions.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Education Assistant</b>         | <input type="checkbox"/> <b>Display Fabricator</b> | <input type="checkbox"/> <b>Greeter</b> (weekends only) |
| <input type="radio"/> Camp                                  | <input type="radio"/> Graphic Design               |   |
| <input type="radio"/> Homeschool (3rd Thurs only)           | <input type="radio"/> Construction                 | <input type="checkbox"/> <b>Office Support</b>          |
| <input type="radio"/> Early Childhood (Mon, Tues, Sat only) |  |   |
| <input type="radio"/> Afterschool Programs                  | <input type="checkbox"/> <b>Committee Member</b>   | <input type="checkbox"/> <b>Special Events</b>          |
| <input type="radio"/> School Groups                         | <input type="radio"/> Race Subcommittee            | <input type="radio"/> Race                              |
| <input type="checkbox"/> <b>Stewardship Assistant</b>       | <input type="radio"/> Calendar Subcommittee        | <input type="radio"/> Calendar sales                    |
| <input type="radio"/> Landscape (Wed evenings)              | <input type="radio"/> Auction Subcommittee         | <input type="radio"/> Auction                           |
| <input type="radio"/> Trail Maintenance                     |  | <input type="radio"/> Family                            |
| <input type="radio"/> Invasive Species Removal              |  | <input type="radio"/> Tabling Locally                   |
|   |  | <input type="radio"/> Area Events                       |

## Hours of Availability (Please circle): Times indicated are in shifts according to usual teaching schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday <i>(Jan-March only)</i>
8:30-12	8:30-12	8:30-12	8:30-12	8:30-12	9:30-12	12-5
12-3:30	12-3:30	12-3:30	12-3:30	12-3:30	12:30-3	
3:30-6	3:30-6	3:30-6	3:30-6	3:30-6		
6-9	6-9	6-9	6-9	6-9		

## Please read and sign: (Note that HNC needs an emergency contact form and background check on file.)

I understand that my services are being offered on a voluntary basis without anticipation of financial compensation. I grant permission for my photo or likeness to be used in promotional materials produced by and for Hartley Nature Center, Inc. I shall indemnify and hold harmless the Hartley Nature Center, its Board of Directors, their officers, agents and employees from and against all claims, loss of liability of any kind or nature for any possible injury incurred during volunteer services.

I certify that the information provided in this application is true to the best of my knowledge.

\_\_\_\_\_  
Signature (legal guardian if volunteer is under 18 years)      Date

### Office Use Only

Date Recorded _____	Start Date _____	Background Check Confirmed: _____
Call: _____	By: _____	Emergency Info: _____
Interview: _____		Training Attended: _____

### **Education Assistant**

Education Assistants help the instructor teach the lesson with anything from crowd control to helping put snowshoes on. Background check and interview are required. Most of the education assistant opportunities are available in camps, homeschool and afterschool programming.

### **Stewardship Assistant**

We are continually looking for people who are interested in removing exotic species, restoring native habitats, maintaining trails and general gardening. Special projects arise throughout the year. This positions typically is May through October.

### **Display Fabricator**

We are always looking for new exhibits to dress our exhibit hall area. If you would like to assist in the planning, development or construction of exhibits for the nature center then volunteer as a display fabricator.

### **Greeter**

Greeters help us keep the nature center open for the community. Volunteer greeters welcome visitors to the nature center and help answer questions and answer the phone as needed. They also provide general help to visitors such as snowshoe or ski rentals in the winter.

### **Office Support**

We have many duties in the office for you to help with. We put together a quarterly newsletter and other mailings that we need people to collate, seal, address and sort. Office support also helps with filing, answering the phones, photocopying and other odd jobs.

### **Special Events**

HNC attends many fairs, festivals and community events. Special events volunteers help staff informational tables around town, assist in various ways at fundraising and educational events, as well as our special event programs at HNC including the annual auction.

### **Hobbies and Interests:**

### **What would you like to gain from your volunteer experience at Hartley?**

### **Your Experience: (education, training, other)**

### **Experience working with participants in environmental education:**

**Other information you would like to share including other hours of availability not included on the front or other ways you would like to volunteer not listed under specific positions:**

#### Benefits of volunteering at Hartley:

- ◆ A valued member of the environmental education of the Northland
- ◆ Meet new people
- ◆ Get outside and enjoy nature with all ages
- ◆ Personal growth
- ◆ Free admission to several HNC programs
- ◆ Annual appreciation event
- ◆ Use of HNC snowshoes and skis (self only)

### **Return completed forms to**



**Hartley Nature Center  
3001 Woodland Ave  
Duluth, MN 55803**

**Call 724-6735  
or visit [www.hartleynature.org](http://www.hartleynature.org)**

***Our mission is to provide opportunities for understanding, appreciation and stewardship of the natural world.***