

Volunteer at Hartley Nature Center!

Positions:

Name _____

See reverse side for descriptions

Address _____

Education Assistant

City _____ State _____ Zip _____

Stewardship Assistant

Day phone _____

Greeter

Evening phone _____

Office Support

email _____

Special Events

Display Fabricator

Hours Available: (AM 8:30-12) (PM 12-3:30) (Afternoon 3:30-6) (Evening 6-9)

Please circle

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening	Evening	Evening

Your Experience: (education, experience, training)

Hobbies and Interests:

Experience working with participants in environmental education:

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

Please note: HNC needs an emergency contact form and background check on file.



Office Use

Date Rec'd: _____ Start Date: _____

Call: _____ By: _____

Interview: _____

Background Check Confirmed: _____

Emergency Info: _____

Training Attended: _____

Education Assistant

Education assistants help teach our classes to over 12,000 local youth and 4,000 community members each year. This is an important and valuable position to us. There are three trainings a year, mid-January, mid-April and mid-September for those interested in becoming an education assistant. Education Assistants observe a few classes before teaching. Summer Camp assistants and teachers are also needed. Background check and interview are required. We typically ask volunteers to dedicate one day a week where they are available from 8:30 to 3:30 p.m. during our busiest months. Call Education Director at 724-6735 for an appointment.

Greeter

Greeters help us keep the nature center open for the community. Our current hours are M-F, 9 a.m. to 4 p.m. and Saturday 10 a.m. to 2 p.m. Volunteer greeters welcome visitors to the nature center and answer questions or help them locate answers, answer the phone as needed, fill bird feeders and general help to visitors. We are looking for at least two volunteers per shift. Hours vary. Snowshoe rental in winter.

Display Fabricator

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

Stewardship Assistants

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

Office Support

We have many duties in the office for you to help with. We put together a quarterly newsletter, mid-January, mid-April, mid-August and November that we need people to collate, seal, address and sort. Office support also helps with data entry, filing, answering the phones, photocopying and odd jobs.

Special Events

This position is a varied job. HNC attends many fairs, festivals and community events. Special events volunteers would be available to staff informational booths, assist in various ways at fundraising and educational programs, or distribute fliers and other promotional material around town. Special Events include Warmer by the Lake Festival, Mush For Kids!, Scrabble Tournament, Fun Fair and Carnival, Living Green Conference, Membership renewal drive, Earth Day Celebration at the Whole Foods Coop, Earth Tracks at the Lake Superior Zoo, Anniversary Celebration, Hartley Celebration & Festival, Benefit Auction, Volunteer Appreciation Event, and various school booths and other events throughout the year.

Additional information you would like to share:

Benefits:

- 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 HNC programs.
- Appreciation gifts and recognition given annually
- HNC T-shirt for 50 hours of service

Return completed forms

Hartley Nature Center
3001 Woodland Ave
Duluth, MN 55803

Call 724-6735, or
visit

www.hartleynature.org

Please read and sign:

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. Volunteers are covered under worker's compensation insurance.

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