



Adult Volunteer Application

Thank you for applying to intern at the Alley Pond Environmental Center (APEC). Please take a few minutes and tell us about yourself. Mail, scan and email, fax, or drop at the front desk as soon as possible so we can arrange an interview.

Name (please print) _____

Address _____ City _____ Zip _____

Telephone (cell) _____ (home) _____

Email _____

How did you hear about our volunteer program? _____

Does this fulfill a community service requirement? (Circle one) YES NO

What type of work are you most interested in? (Circle all that apply)

education outdoor opportunities (spring, summer, fall) clerical animal care special events/projects

When would you like to start? _____

Why would you like to volunteer at APEC? _____

Do you have any disabilities that would involve special placement? If so, please describe: _____

We would like to know anything that would be helpful to APEC; it could be about your educational background, employment, other volunteer activities, hobbies and personal interests. Please share any information you feel would be applicable to your service at APEC.

Skills, hobbies, interests _____

Previous volunteer experience _____

Education or current school _____

Employment _____

I understand that the services rendered or to be rendered at APEC are completely voluntary. I understand that I am not compensated for any services given. I further relieve APEC from any liability or responsibility for any personal injury I might sustain while in pursuit of any labor or activity at APEC. Additionally, I understand that if I do not fulfill my responsibilities I can be terminated with one week's notice.

Signature _____ Date _____

Please return completed application to:
Alley Pond Environmental Center
Attn: Volunteer Coordinator
228-06 Northern Blvd, Douglaston, NY 11362
Phone (718)229-4000 Fax (718)229-0376



228-06 NORTHERN BOULEVARD • DOUGLASTON, NY 11362-1068
(718) 229-4000 Fax: (718) 229-0376 www.alleypond.com

Volunteer Opportunities at Alley Pond Environmental Center

At APEC, we do our best to find the best match for our volunteers to ensure a beneficial experience for the individual, the Center, and the visiting public. Volunteers will help the Center and their community while fostering their own environmental interests, knowledge, and personal growth. The addition of their talents and hours of service enables APEC to increase their services to the community and to enhance its operations.

APEC's goal is to encourage environmental awareness, appreciation, understanding, and responsibility through education. One of the most important ways we do this is through our volunteer program. The Center provides guidance, training, and supervision for volunteers, while our volunteers provide us with institutional support and program assistance. As a volunteer, you may be involved with:

Animal Care

Change water and freshen up cages. Exercise and groom animals. Feed animals.

Special Events

Help greet and direct guests.
Help staff tables and booths.
Serve refreshments.

Outdoor Opportunities

Maintain grounds and trails.
Clean up outdoor picnic area.
Maintain backyard area.

Building Maintenance

Sweep and vacuum floors.
Clean outside of glass animal tanks. Clean toys and tables in classrooms.

Arts & Crafts

Keep crafts for K-5 programs up to date. Create posters, games, and other materials to enhance programs and events.

Clerical Work

Data entry, filing, proofreading, prepare envelopes for large mailings.

To be considered for APEC's Volunteer Program, candidates must submit a completed application and participate in an interview. Once accepted, candidates will be contacted to finalize their start date, schedule, and daily expectations.