

**Youth Volunteer Application**

*Thank you for applying to volunteer at the Alley Pond Environmental Center (APEC). Please take a few minutes and tell us about yourself. Mail, fax, or drop at the front desk. Applications are reviewed as they are received. You will be contacted as the application deadline approaches to arrange an interview. If max number of applicants has been reached, you will be placed on a wait list.*

**Name (please print)** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Sex:** M \_\_\_\_\_ F \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone: (cell)** \_\_\_\_\_ **(home)** \_\_\_\_\_

**Email** \_\_\_\_\_ **(PRINT CLEARLY)**

**When would you like to start?** \_\_\_\_\_ **Does this fulfill a community service requirement?** \_\_\_\_\_

**Please list any disabilities and/or special needs:** \_\_\_\_\_

**How did you hear about our volunteer program?** \_\_\_\_\_

**Previous experience at APEC:** \_\_\_\_\_

**What type of work are you interested in? (Circle)**

Education      outdoor opportunities      clerical      animal care      special events/projects

*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.*

**Education or current school:** \_\_\_\_\_

**Employment:** \_\_\_\_\_

**Previous volunteer experience:** \_\_\_\_\_

**Why would you like to volunteer at APEC?** \_\_\_\_\_

**Skills, hobbies, interests:** \_\_\_\_\_

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.

\_\_\_\_\_  
**Date**                      **Volunteer Signature**

\_\_\_\_\_  
**Date**                      **Parent or guardian signature (if applicant is under 18 years of age)**

*Please return completed application to: Alley Pond Environmental Center 228-06 Northern Blvd., Douglaston, NY 11362  
or Fax (718)229-0376 Attn. Venus Hall*



**Volunteer Opportunities at Alley Pond Environmental Center**

*At APEC, we do our best to find the best match for our each volunteer 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 operation.*

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

**Animal Care**

Change bedding and freshen up cages. Exercise and groom the animals.

**Special Events**

Help to staff tables and booths, organize and direct arriving guests, serve refreshments, and more...

**Art & Craft**

Create posters, games, crafts and artistic materials to enhance and supplement programs and special events.

**Outdoor Opportunities**

Maintain grounds and trails. Clean up, clip back brush, and weed all outdoor areas at APEC. Assist with tree plantings.

**Clerical**

General office work, type, data entry, file, address, proofread, zip code, etc.

**Guided Interpretive Walks**

Lead walks on general or specific environmental topics within the park

**Education**

Assist in presentation of lectures, guided nature walks, and creating craft projects for children.

**Guidelines and timelines for APEX’s Youth Volunteer and Internship Programs**

APEC’s Youth Volunteer program is for High School aged students between 14 and 18 years old. Our Internship program is geared toward Undergraduate and Master’s Degree students seeking work experience and/or academic credit. To be considered for the youth volunteer and internship opportunities, candidates must submit a completed application followed by an interview process. Once accepted, volunteers and interns will attend and orientation to familiarize themselves with APEC’s facilities and their daily expectations.

*The Youth Volunteer and Internship programs consist of 3 semesters: Fall, Spring, and Summer.*

	<b>Term Dates</b>	<b>Application Deadline</b>
<b>Fall Semester</b>	October – January	September 16 <sup>th</sup>
<b>Spring Semester</b>	February – June	January 16 <sup>th</sup>
<b>Summer Semester</b>	July - September	May 16 <sup>th</sup>

All participating youth volunteers must attend an orientation.

Acceptance emails will be sent out with the orientation date after the deadline has passed.

***Please return completed application to: Alley Pond Environmental Center 228-06 Northern Blvd., Douglaston, NY 11362 or Fax (718)229-0376 Attn. Venus Hall***