



Youth Volunteer Application

Thank you for your interest in the Youth Volunteer program at Alley Pond Environmental Center. Youth Volunteers are current high school students who wish to donate their time to our organization. Due to the popularity of this program and limited open slots, the application deadlines are strictly enforced. Once the application deadline has passed, prospective volunteers will be contacted to schedule an interview. Please note that being contacted for an interview does not guarantee a volunteer spot for you.

Name (please print) _____

Address _____ City _____ Zip _____

Telephone (home) _____ (cell) _____

Email _____

Grade level _____ Age _____ Gender _____

How did you hear about our volunteer program? _____

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

Why would you like to volunteer at APEC? _____

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

How will you get to/from APEC? _____

Preferred availability: (Circle all that apply) *PLEASE NOTE: new Youth Volunteers are scheduled Mon-Fri after school until 4:30pm*

Monday Tuesday Wednesday Thursday Friday

School _____

Previous volunteer experience _____

Skills, hobbies, interests _____

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 _____

Parent/guardian Signature (if under 18) _____

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 • DOUGLSTON, 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.

Guidelines and Timelines for our Youth Volunteer Program

APEC’s Youth Volunteer Program is for high school students between ages 14 and 18 years old. To be considered for the Youth Volunteer Program, candidates must submit a completed application and participate in an interview. Once accepted, candidates will attend an orientation to familiarize themselves with APEC’s facilities and their daily expectations. Acceptance emails post-interview will include orientation date(s).

The Youth Volunteer Program consists of 3 semesters: Fall, Spring, and Summer

	Term Dates	Application Deadline
Fall Semester	October – January	August 16 th
Spring Semester	February – June	December 16 th
Summer Semester	July – September	May 16 th