



### 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*

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