



## Botanic Garden of Smith College Volunteer Program

Thanks for your interest in volunteering at the Botanic Garden of Smith College. Volunteers work on a number of projects at the Botanic Garden, although mostly we need volunteers to lead school group tours through the greenhouses and gardens as well as staffing our reception area and exhibition gallery. Other projects might include developing thematic tours, providing hospitality for events such as the opening of the bulb show, and assisting with exhibitions and the international seed exchange. Please note, **volunteers do not do any hands-on horticultural work.** (Union rules simply do not permit it.)

Volunteer training sessions are held once a year. The next three day session (all day 9:00 am to 4:00 pm each day) will take place January 20, 21, and 22, 2010 and will be followed up with weekly training tours in February and monthly meetings on the third Wednesday morning of each month. The training will include a history of the Botanic Garden; tours of conservatories; some basic botany and horticulture; commercial, medicinal and food plants of the Lyman Plant House, and how to guide visitors and school groups. In exchange for the training, we expect you to volunteer at the Botanic Garden for at least one full year, including attending the monthly meetings, which offer the opportunity to continue to learn more about different areas of the Botanic Garden.

Please fill out a volunteer application; I will be in touch about volunteer opportunities and to discuss whether you are a good match for our volunteer program. If you have any questions in the meanwhile, please feel free to call me at 413-585-2743.

Sincerely,

Madelaine Zadik  
Manager of Education and Outreach



# VOLUNTEER JOB APPLICATION

The Botanic Garden of Smith College  
Lyman Plant House, Northampton, MA 01063  
[www.smith.edu](http://www.smith.edu) 413-585-2743

Date \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

School Address (students) \_\_\_\_\_ Phone \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Where? \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

List previous work and volunteer experience \_\_\_\_\_

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List special skills, training, interests, and hobbies \_\_\_\_\_

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Physical limitations: \_\_\_\_\_

List horticultural and botanical interests and training \_\_\_\_\_

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Why are you interested in volunteering at the Botanic Garden of Smith College?

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Heard about the program from: \_\_\_\_\_

**CHECK VOLUNTEER JOBS IN WHICH YOU ARE MOST INTERESTED:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Adult Tours                  | <input type="checkbox"/> Exhibition Reception  | <input type="checkbox"/> Computer Work |
| <input type="checkbox"/> Children's Tours             | <input type="checkbox"/> Exhibition Production | <input type="checkbox"/> Mailings      |
| <input type="checkbox"/> Research for Tours           | <input type="checkbox"/> Hospitality           | <input type="checkbox"/> Typing        |
| <input type="checkbox"/> Seed Exchange                | <input type="checkbox"/> Publicity             | <input type="checkbox"/> Phone         |
| <input type="checkbox"/> Other (please specify) _____ |  |  |
- 

**TIME YOU HAVE AVAILABLE FOR VOLUNTEER WORK:**

Hours per week: \_\_\_\_\_ Regularly each week?  Yes  No

Almost anytime  Call as needed

Preferred days and hours \_\_\_\_\_

**EXPLAIN ANY OF YOUR EXPERIENCE WITH:**

School-aged children \_\_\_\_\_

Differently-abled individuals \_\_\_\_\_

Other languages \_\_\_\_\_

Other \_\_\_\_\_

What else would you like to tell us about yourself? \_\_\_\_\_

**Please return this application to:    The Botanic Garden of Smith College  
Lyman Conservatory  
Northampton, MA 01063  
Attn: Madelaine Zadik**