



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 in January 2011, the exact dates still to be determined, but probably January 19, 20, and 21. This is followed by 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 or email me at mzadik@smith.edu.

Sincerely,

Madelaine Zadik
Manager of Education and Outreach



VOLUNTEER APPLICATION FORM

The Botanic Garden of Smith College
Lyman Plant House, Northampton, MA 01063
www.smith.edu/garden 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 _____

List special interests and hobbies _____

Physical limitations: _____

List horticultural and botanical interests and training _____

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

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"/> Typing & 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"/> Publicity |
| <input type="checkbox"/> Other (please specify) _____ | | |
-

SPECIAL SKILLS YOU HAVE TO OFFER:

- | | | |
|---|---|--|
| <input type="checkbox"/> Audio Visual Equipment | <input type="checkbox"/> Public Speaking/Teaching | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Working with Children/Teaching | <input type="checkbox"/> Office Skills | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> Plant ID | <input type="checkbox"/> Web design/maintenance | |
| <input type="checkbox"/> Computers (specify software): | | |
| <input type="checkbox"/> Other: | | |

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
or email it to mzadik@smith.edu**