



At the home of Mary E. MacDonald & Karl R. Ackerman, 202 Haverhill Road, Topsfield, MA 01983 • 978-887-4202

Thanks for your interest in joining our team!

Please complete and return this form to us by post, or scan & e-mail to: teams@rest-stop-ranch.org

Contact Information

First & last name:	(optional) Birthday:
Contact e-mail:	
Mailing address:	Contact phone:
Emergency contact, name & phone:	
Volunteers only: If you are part of a group or family who wants to volunteer, please check here _____ Yes	
Community Group or Organization name:	
Age Group (Please check one or more groups) <input type="checkbox"/> under 14 <input type="checkbox"/> 14-19 <input type="checkbox"/> 20-39 <input type="checkbox"/> 40-59 <input type="checkbox"/> 60-79 <input type="checkbox"/> 80-99 <input type="checkbox"/> 100+	

Please checkmark or X the boxes you are able and willing to help: = Volunteer = Paid Position

	Time-Frame When We Need Help	Team Member Opportunity	Time Commitment Per Event	Minimum Commitment Required
1)	<input type="checkbox"/> Year-round	Gardens: Maintain & Build!	Thursdays, once-a-week. 9:00am - 12:00pm	Most weeks
2)	<input type="checkbox"/> Year-round	Outreach: Spread the Word!	Wed, Flexible	Most weeks
3)	<input type="checkbox"/> Year-round	Office: Patrol Papers!	Wed, Flexible	Most weeks
4)	<input type="checkbox"/> Year-round	Student Interns	Student Program	TBD
5)	<input type="checkbox"/> Year-round	Programs: Memory Café in the Garden®	Saturdays, once-a-month, 9am-12:30pm total time. 10am - 12pm event.	Events: Most
6)	<input type="checkbox"/> Seasonal; Apr.-Nov.	Programs: Sunday Stroll	Sundays, once-a-month. 10:30am - 2:30pm total time. 11am - 2pm event.	Events: 6 of 8
7)	<input type="checkbox"/> Year-round	Part-time job: Graphic Designer	4 -6 hrs/week, Flexible	N/A
8)	<input type="checkbox"/> Seasonal; Apr.-Jul.	Part-time job: Assistant Accessible Flower Festival	28 events over 14 weeks. Tues/Thurs 12:30 - 4:30pm total time.	Events: 28 If not all, then most.

Please list two possible dates/times you could be available for a phone interview:

Date & Time Option 1: _____ Date & Time Option 2: _____

Work History

Reference Name, Relationship & Phone

Please list most recent work beginning with current job...

Employer _____ Dates: Begin - End _____

Job Title _____

Employer _____ Dates: Begin - End _____

Job Title _____

Employer _____ Dates: Begin - End _____

Job Title _____

Education

Reference Name, Relationship & Phone

Please list most recent education or training beginning with current...

School _____ Dates: Begin - End _____

Program/Major _____ Certificate or Degree _____

School _____ Dates: Begin - End _____

Program/Major _____ Certificate or Degree _____

School _____ Dates: Begin - End _____

Program/Major _____ Certificate or Degree _____

Skills - Office & Outreach

Next to each skill, please rate your ability: **N** (None/Not familiar) **S** (Some) **G** (Good) **E** (Expert)

Computer PC	Manage Paper files	Grant Writing
Computer MAC	Manage Digital files	Donor Relations
Word	Print from a PC or MAC	Fundraising Events
Excel	Copy/Manage copy jobs	Fundraising Planning
PowerPoint	Print/Copy Troubleshooting	Media Relations
Databases	Create Labels	Languages: _____
HTML or WebDesign	Collate Letters & Literature	Languages: _____

Please rate your ability, comfort, and interest levels with a **H** (High), **M** (Medium), or **L** (Low)

Skill	Ability Level	Comfort Level	Interest Level
Update Social Media Accounts			
Email established relationships			
Call established relationships			
Email new relationships			
Cold call new relationships			
Create an outreach strategy/integrated marketing			
Create an outreach plan/integrated marketing			

Skills - Gardens

Next to each skill, please rate your ability: **N** (None/Not familiar) **S** (Some) **G** (Good) **E** (Expert)

Water Plants- Hose;	Gather & Sort Sticks	Organize Birdfeed
Water Plants - Watering Can;	Walk Sticks to Pile	Fill Birdfeeders
Feed Plants	Assist with Burning Sticks	Clean Birdfeeders
Pick & Compost Deadheads	Rake Leaves or Sticks	Hurry Hoe Trails/Beds
Pick Flowers/Fruit	Weed Garden Beds	Edge Beds
Plant Seeds/Plants	Create Plant Labels	Prune Shrubs/Trees
Use Leaf Blower	Use Lawn Mower	Use Plate Compactor
Teach Garden Care	Design Gardens	Mentor/ADA Guide
Facilitate Hort Therapy	Master Gardener MA/NH	Horticulture Student

Skills - Hospitality/Programs

Next to each skill, please rate your ability: **N** (None/Not familiar) **S** (Some) **G** (Good) **E** (Expert)

Clean Hospitality Space (wipe down tables and seats)	Set-up/Break-down Event Space	
Greet/Welcome Guests	Collect Tickets	Guide Guests to/towards Areas of Interest
Manage Program Sign-in Desk	Companion a Guest	Be an Activity Docent
Be a Program Host	Host a Creative Program	Manage Farm Stand
Facilitate Guests Engaging in Garden Enjoyment (Flowers, Fish, Birds, Drums & Dance)		
Hospitality Student	Social Work Student	
Hospitality Mentor/Pro	Social Work Mentor/Pro	

Please tell us...

1. How did you hear about us?
2. What initially attracted you to Rest.Stop.Ranch opportunities?
3. Why is now a good time for you to commit your time at Rest.Stop.Ranch?
4. What are your expected outcomes from joining a team here?
5. What do you hope to give?
6. What do you hope to receive?

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Interview Notes: