



Rest ■ Stop ■ Ranch

Team Member Application Volunteers & Part-time Jobs



At the home of Mary E. MacDonald & Karl R. Ackerman, 202 Haverhill Road, Topsfield, MA 01983

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) Age/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 <input type="checkbox"/> Yes Community Group or Organization name:	
Age Group (please check mark one group) <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 check mark or X the boxes you are able and willing to help:

	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 total time.	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	2nd Saturday, once-a-month, 9am-12:30pm total time. 10am - 12pm event.	Events: Most months
6)	<input type="checkbox"/> Seasonal; Apr.-Nov.	Programs: Sunday Stroll	2nd Sunday, once-a-month. 9:30am - 2:30pm total time. 10am - 2pm event.	Events: 6 of 8
7)	<input type="checkbox"/> Year-round	Part-time job: Graphic Designer	4-6 hrs/wk, Flexible	N/A
8)	<input type="checkbox"/> Year-round	Programs: Assistant Accessible Flower Festival	28 events over 14 weeks. Tues/Thurs 12:30 - 4:30pm total time.	Events: 28 If not all, then most.
9)	<input type="checkbox"/> Year-round	Part-time Job: Office Help	8 hrs/wk Flexible	N/A
10)	<input type="checkbox"/> Year-round	Part-time Job: Outreach Help	2-3 hrs/wk Flexible	N/A

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 Web Design

___ Collate Letters & Literature

Languages: _____

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

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)

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

Skills - Hospitality/Programs

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

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

Thanks for your interest in joining our team!

Interview Notes: