

# 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:	Contact phone:
Mailing address:	
Emergency contact, name & phone:	
<b>Volunteers only:</b> 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:  Gray = volunteer role;  white = paid role

	Time-Frame	Opportunity/Role	Time Commitment	Minimum Commitment
1)	<input type="checkbox"/> Year-round Weekly	Garden Crew: Maintain & Build!	Thursdays, once-a-week. 9:00am - 12:00pm	Most weeks
2)	<input type="checkbox"/> Year-round Weekly	Outreach: Spread the Word!	Wed, Flexible	Most weeks
3)	<input type="checkbox"/> Year-round Weekly	Office: patrol papers and project assist as needed.	Wed, Flexible	Most weeks
4)	<input type="checkbox"/> Year-round Monthly	Programs: Memory Café	2nd Saturday, once-a-month, 9:30am-12:30pm. (10am - 12pm event)	Events: Most months
5)	<input type="checkbox"/> Seasonal Weekly	Programs: Garden Rx	Tues OR Thurs 12:30 - 4:30pm (25 events over 25 weeks) Apr.-Nov.	Events: 25 If not all, then most.
6)	<input type="checkbox"/> Seasonal Weekly	Student Interns	Student Program	TBD
7)	<input type="checkbox"/> Seasonal Monthly	Programs: Sunday Stroll	2nd Sunday, once-a-month. 9:30am - 2:30pm. (10am - 2pm event) Apr.-Nov.	Events: 6 of 8
8)	<input type="checkbox"/> Year-round Weekly	Office Coordinator	10 hrs/wk Flexible	N/A
9)	<input type="checkbox"/> Year-round Weekly	Development & Outreach Liaison	10hrs/wk Flexible	N/A
10)	<input type="checkbox"/> Year-round Weekly	Volunteer Coordinator	10hrs/wk Flexible	N/A
11)	<input type="checkbox"/> Year-round Weekly	Graphic Designer	4-6 hrs/wk, Flexible	N/A
12)	<input type="checkbox"/> Seasonal Weekly	Garden Guest Coordinator	Tues/Thurs 12:30 - 4:30pm. (50 events over 25 weeks) Mar. - Nov.	Events: 50 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: \_\_\_\_\_



Rest • Stop • Ranch

## 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"/> Hurry 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: