

Team Member Application

Volunteers & Part-time Jobs

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



Rest ■ Stop ■ Ranch

Thanks for your interest in joining our team!

Please complete entire application.

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:	
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:

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!	Wednesday, Flexible	Most weeks
3)	<input type="checkbox"/> Year-round Weekly	Office: patrol papers and project assist as needed.	Wednesday, 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	Tuesday OR Thursday, 12:30 - 4:30pm (25 events over 25 weeks) April-November	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) April-November	Events: 6 of 8
8)	<input type="checkbox"/> Year-round Weekly	Office Coordinator (Part-time Job)	8 hrs/wk, Flexible	N/A
9)	<input type="checkbox"/> Year-round Weekly	Outreach Coordinator (Part-time Job)	Up to 10 hrs/wk, Flexible	N/A
10)	<input type="checkbox"/> Year-round Weekly	Volunteer Coordinator (Part-time Job)	8 hrs/wk, Flexible	N/A
11)	<input type="checkbox"/> Year-round Weekly	Graphic Designer (Part-time Job)	4-6 hrs/wk, Flexible	N/A
12)	<input type="checkbox"/> Year-round Weekly	Garden Guru	10hrs/wk, Tuesday/Thursday, 9:00am - 12:00pm Plus 4 flexible hours	N/A
13)	<input type="checkbox"/> Seasonal Weekly	Garden Guest Coordinator	Tuesday/Thursday, 12:30 - 4:30pm (50 events over 25 weeks) March - November	Events: 50 If not all, then most.

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?

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

Date & Time Option 1: _____

Date & Time Option 2: _____

Thanks for your interest in joining our team!

Interview Notes:

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 (<i>wipe down tables and seats</i>) | <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 (<i>Flowers, Fish, Birds, Drums & Dance</i>) | |
| <input type="checkbox"/> Hospitality Student | <input type="checkbox"/> Hospitality Mentor/Pro |
| <input type="checkbox"/> Social Work Student | <input type="checkbox"/> Social Work Mentor/Pro |