



# Eden Mill Nature Center Adult Volunteer Application Form

<b>In-House Use ONLY</b> Date App. Rec'd: _____ Date Called: _____ Interview Date: _____ Date Background Check Complete: _____
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (h): \_\_\_\_\_ Phone (alt): \_\_\_\_\_

Email: \_\_\_\_\_

Have you lived at this address for the past three (3) years? Y N

If "No" Please list Prior Address(s): \_\_\_\_\_

\_\_\_\_\_

How did you learn about Eden Mill Nature Center? \_\_\_\_\_

After contributing required amount of volunteer hours, what size t-shirt would you prefer? M L XL

## **Skills & Interests**

1.) Educational background\*: \_\_\_\_\_

2.) Current occupation\*: \_\_\_\_\_

3.) Hobbies, skills, interests: \_\_\_\_\_

\_\_\_\_\_

4.) Previous volunteer experiences: \_\_\_\_\_

\_\_\_\_\_

5.) Availability: \_\_\_\_\_

\_\_\_\_\_

\*optional

## **Medical Considerations or Relevant Health Information:**

\_\_\_\_\_

## **Emergency Contact Information:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Volunteer Job Preference(s): (Please check all that apply.)**

These are only some examples of key areas of need. Many opportunities exist and can be tailored to fit the talents/needs of the volunteer. Please reference the descriptions on the following page for each area.

- |  |   |
|--|---|
| _____ trail work/construction projects | _____ field trips/school programs       |
| _____ scout/hiking programs            | _____ community events                  |
| _____ office support                   | _____ children's programs               |
| _____ facility host                    | _____ canoe/kayak programs              |
| _____ historian / mill tour guide      | _____ animal care                       |
| _____ grant writing                    | _____ adult nature educational programs |
| _____ gift shop host                   | _____ volunteer communication           |
| _____ bird boxes & feeders             | _____ wetlands                          |
| _____ newsletter article contributor   | _____ recycling                         |
| _____ other (please specify) _____     |   |

**Background Verification Information**

Please note: Because of a high level of contact with the public and in the interest of safety, Eden Mill reserves the right to conduct official background checks when deemed necessary. A separate consent form, to be signed by the applicant, will be issued.

- 1.) Have you ever been convicted of a criminal offense? \_\_\_\_\_ (if yes, please explain.)
- 2.) Please list 2 non-family references whom Eden Mill may contact:

A. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_ (email): \_\_\_\_\_

B. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_ (email): \_\_\_\_\_

**Certification**

I give my permission for Eden Mill Nature Center to contact the references I have listed above and also extend my permission to those named individuals to give their honest evaluation of my suitability to serve as a volunteer with Eden Mill.

I certify that the information I have given on this form is factual and understand that information gathered in this process will be kept confidential.

**Signature:** \_\_\_\_\_  
 Parental signature (for minor) \_\_\_\_\_  
 Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION TO:**  
 Eden Mill Nature Center  
 1617 Eden Mill Road  
 Pylesville, MD 21132

## **Descriptions of Volunteer Areas**

**Trail Work** – Eden Mill has over 5 miles of beautiful trails. Volunteers meet once a month from spring to fall and spend a few hours maintaining the trails' beauty.

**Scout Programs** – Volunteers are needed to lead scout programs during the evening or weekends throughout the year. Training will be provided!

**Office Support** – Have a knack for organizing, typing, or bookkeeping? Volunteers are needed to assist with office tasks.

**Facility Host** – Volunteers are needed to host in the nature center and grist mill museum and educate others about Deer Creek and all the wildlife that call Eden Mill home. Training is provided.

**Historian / Mill Tour Guide** – Eden Mill has a rich and fascinating history. Volunteers are needed to become familiar with Eden Mill's important past and share with visitors and tour groups.

**Grant Writing** – We'll teach you how to write and request the grants that enable Eden Mill to offer so many programs to the public.

**Gift Shop Host** – Many patrons want to take a piece of Eden Mill with them after they visit. Volunteers are needed to open and host the gift shop.

**School Programs** – Volunteer Naturalists are needed to assist in leading small manageable groups during field trips. Examples: Interpretive hike leader, nature center interpreter, mill tour guide, or activity leader. Training will be provided!

**Community Events** – Volunteers are needed to spread the word about volunteer opportunities, programs, and facilities at Eden Mill. Join us at some of our off-site events throughout the community.

**Children Programs** – Volunteers are needed to assist Naturalists with weekend children's programs. Examples: Preparation before and after program and assisting in managing group during the program.

**Canoe/Kayak Programs** – We're always looking for new volunteers to lead canoe and kayak trips. Training is required.

**Animal Care** – Volunteers are needed to feed and change water for various critters that call Eden Mill home such as turtles, toad, and snakes.

**Adult Programs** – Volunteers are needed to assist presenters and educators during programs.

**Bird Boxes & Feeders** – Volunteers are needed to help maintain and monitor the park's nest boxes and feeders.

**Volunteer Communication** – Volunteers are needed to assist with volunteer record keeping and communication with volunteers concerning updates, meetings, activities, etc.

**Newsletter Article Contributor** – Volunteers are needed to write articles for our seasonal newsletter.

**Recycling**: Volunteers are needed to help ensure recycling is accessible to visitors and is maintained.

**Wetlands**: Volunteers are needed to maintain wetland and bog area to provide an aesthetically pleasing diverse habitat.

**PERMISSION TO PERFORM BACKGROUND CHECK**

I hereby allow Eden Mill Nature Center to perform a check of my background, including:

- \_\_\_\_\_ Criminal record  
*initial*
- \_\_\_\_\_ Past employment/ volunteer history  
*initial*
- \_\_\_\_\_ Personal references  
*initial*

and other persons or sources as appropriate for the volunteer jobs I have expressed an interest in.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration for some types of volunteer work.

I understand that information collected during this background check will be limited to what is appropriate for determining my suitability as a volunteer. All such information collected during the check will be kept confidential.

I hereby also give my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described volunteer work and any other information they deem appropriate.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_