



Adult Volunteer Application

Thank you for applying to volunteer at the Alley Pond Environmental Center (APEC). Please take a few minutes and tell us about yourself. Mail, scan and email, fax, or drop at the front desk as soon as possible so we can arrange an interview. PLEASE NOTE: volunteer applicants will be contacted by email first to arrange an interview.

Name (please print) _____

Address _____ City _____ Zip _____

Telephone (cell) _____ (home) _____

Email _____

How did you hear about our volunteer program? _____

What type of work are you most interested in? (Circle all that apply)

- ANIMAL CARE
- PROGRAM ASSISTANCE
- BUILDING MAINTENANCE
- SPECIAL EVENTS

Which days of the week and times are you available? _____

Why would you like to volunteer at APEC? _____

Do you have any disabilities that would involve special accommodation? If so, please describe: _____

We would like to know anything that would be helpful to APEC; it could be about your educational background, employment, other volunteer activities, hobbies and personal interests. Please share any information you feel would be applicable to your service at APEC.

Do you speak a second language? _____

Skills, hobbies, interests _____

Previous volunteer experience _____

Relevant education _____

Employment _____

I understand that the services rendered or to be rendered at APEC are completely voluntary. I understand that I am not compensated for any services given. I further relieve APEC from any liability or responsibility for any personal injury I might sustain while in pursuit of any labor or activity at APEC. Additionally, I understand that if I do not fulfill my responsibilities I can be terminated with one week's notice.

Signature _____ Date _____

Please return completed application to:
Alley Pond Environmental Center
Attn: Volunteer Coordinator
229-10 Northern Boulevard, Douglaston, NY 11362
Phone (718)229-4000



Volunteer Opportunities at Alley Pond Environmental Center

At APEC, we do our best to find the best match for our volunteers to ensure a beneficial experience for our Center, the visiting public, and the individual volunteer. Volunteers help our Center and their community while fostering their own interests, knowledge, and personal growth. The addition of their talents and hours of service enables APEC to increase their services to the community and to enhance its operations.

APEC's goal is to encourage environmental awareness, appreciation, understanding, and responsibility through education. One of the most important ways we do this is through our volunteer program. The Center provides guidance, training, and supervision for volunteers, while our volunteers provide us with institutional support and assistance. As a volunteer, you may be involved with:

Animal Care

Change food, water, and bedding. Exercise, socialize, groom, and feed animals.

Building Maintenance

Sweep and vacuum floors. Clean outside of glass animal tanks. Clean toys and tables in classrooms.

Program Assistance

Assist education staff with early childhood and elementary science education programs.

Special Events

Help greet and direct guests. Help staff tables and booths. Prepare bulk mailings.

To be considered for APEC's Volunteer Program, candidates must submit a completed application and participate in an interview. If accepted, candidates will be contacted after the interview to finalize their start date, schedule, and daily expectations. Being called for an interview does not guarantee acceptance. Due to space and schedule limitations, we can only accept the best candidates who meet our needs. We require all adult volunteers to agree to a commitment of a minimum of 30 hours of service per year.