Dear Potential Docent:

Thank you for your interest in becoming a docent at Sulphur Creek Nature Center. Sulphur Creek is a wildlife rehabilitation and educational facility. We strive to instill a sense of responsibility for the welfare of our world by bringing people and animals closer together through wildlife rehabilitation and education.

Docents play a vital role in our education department by conducting educational programs primarily for children in grades K – 6 and are our main representatives at community fairs and festivals. Without our docents, we would not be able to reach as many people with our message. Through our docent-training program, you will be able to broaden your knowledge of local wildlife and develop the tools necessary to teach a group about local wildlife.

Please complete the attached application and return it to Sulphur Creek. There is a $60 training fee upon acceptance into the program. The training fee covers the cost of materials and a Sulphur Creek T-shirt to wear when volunteering for programs. Docents must be at least 18 years old and attend scheduled training classes in addition to your hands on training.

We look forward to receiving your application. If you have any questions, please contact me or any Naturalist at (510) 881-6747.

Sincerely,

Wendy Winsted
Coordinator
Name: ____________________________________________________________________

Last      First    Middle
Address: ______________________________City & State: _______________ Zip:________

Phone: (____)______________________ E-mail Address: ___________________________

1. Areas of interest
Please check those areas that are of special interest to you.

☐ Teaching Children  ☐ Participating in local fairs  ☐ Helping with clerical work
☐ Teaching Adults   ☐ Interacting informally with park visitors  ☐ Teaching seniors & disabled adults
☐ Research and creation of educational displays  ☐ Other: __________________________ (specify)

2. Any special skills or training? (ex. teaching experience, bilingual, Adobe Suite)
_________________________________________________________________________________________

3. What is your current employment status?

☐ Employed full or part-time  ☐ Student     ☐ Retired      ☐ Work in home    ☐ Self-employed
☐ Unemployed    ☐ Other_____________________________________________________________

4. What is your highest level of education completed?

☐ High school graduate      ☐ Some college      ☐ College graduate      ☐ Graduate degree

5. When are you available to work? (Circle all that apply)  Times vary based on program scheduling

Monday      Tuesday       Wednesday    Thursday    Friday      Saturday      Sunday

5. Comments or other information you wish to share:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Volunteer Declaration

- I hereby certify that all statements made in this application are true. I hereby declare under penalty of perjury that any information provided is true and correct.
- I agree and understand that misstatements or omissions of materials or facts herein may forfeit my rights to volunteer and H.A.R.D. may immediately cease allowing me to perform voluntary services, without notice. In seeking to be accepted as a H.A.R.D. volunteer I understand that my volunteer assignment may be terminated at any time, without notice.
- I hereby agree to indemnify and hold H.A.R.D. harmless from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of volunteering or termination of my volunteer services rendered to H.A.R.D.

Signature ___________________________________________ Date ___________________________
Volunteer Commitments and Policies

- I will perform only the duties described by the job description and/or my site supervisor or coordinator.

- I will always work with children in a location that is supervised by HARD staff and will notify the supervisor if I am ever asked to work in an unsupervised setting.

- I will not obtain phone numbers, e-mail addresses, or home addresses from children.

- I will not socialize with the children outside of the program.

- I will follow HARD rules and behave appropriately. I will support HARD policies.

- I will honor confidential information.

- I will be free of the influence of alcohol or illegal substances when volunteering.

- I will never purposefully endanger the life or health of a child.

- I will inform the supervisor of any changes in my address, phone numbers, or emergency contact. I will inform the supervisor if I will be absent or when I stop volunteering.

- I have read the above commitments and policies and understand that I may be dismissed at any time as a volunteer.

Volunteer Signature: ________________________________ Date: ________________

Parent/Guardian Signature: ____________________________ Date: ________________
(If under 18 years of age)
Besides working with animals, Sulphur Creek Nature Center has many other operations. Below is a listing of the various jobs that are done, with a short description of each. Please take time to read these over and check those areas that you would be interested in.

- **Wildlife Volunteer** - Care for both resident animals living permanently at Sulphur Creek and injured or orphaned animals being rehabilitated. Duties include cleaning, feeding, and assisting the public with the Lending Library.
- **Convalescent Hospital Visits** - Participate with a team of volunteers that visits convalescent hospitals with live animals.
- **Fundraising** - Help organize and staff fundraising events and solicit donations.
- **Wildlife Docent** - Assist naturalists with educational programs. Duties include leading school and public tours, staffing booths at fairs, and helping at special events.
- **Discovery Center Volunteer** - Care for the reptiles, amphibians, fish, and arthropods in the Discovery Center. Duties include cleaning, feeding, setting up displays, and animal enrichment.
- **Clerical Volunteer** - Assist in answering phones, mailings, record keeping, computer data entry, and greeting the public.
- **Gardener** - Help maintain the wildlife garden and landscaped areas in the park.

For the above checked area, please list any special training or education you have that would help you out in these jobs. Also list any hobbies, special skills or “life-long interests” you might have that would be appropriate.

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

**BIRTHDATE:** _____________________________

For Office Use Only

Called Date_____ by_____ Comments___________________________________________
____________________________________________________________________________
____________________________________________________________________________

Date_____ by_____ Comments___________________________________________
____________________________________________________________________________

☐ Never returned call

Assignment ☐ Rehab ☐ Docent ☐ Clerical ☐ Vet ☐ Gardening ☐ Fundraising ☐ Museum ☐ Special Events

Orientation Date___________________________________