



VIP Packet

Volunteers are Important People

Tree Hill Volunteer Requirements

By showing an interest, you have already completed the first step in becoming a Tree Hill VIP. To complete this procedure, please review the following page. It provides our requirements to ensure you can meet them before making a commitment. It also contains the next few steps you need to complete in order to start volunteering.

All Volunteers Must:

- Be at least 16 years of age
- Commit to a minimum of 50 hours per year
- Interview in person with a staff member of Tree Hill
- Complete enclosed personal contact information sheet

If a volunteer is 17 years or younger, they must also meet the following additional requirements:

- Complete a parental consent form (please request this form)
- Obtain a letter of recommendation (either from a teacher, counselor, manager, etc) stating why the applicant would make a good volunteer and previous working habits

Volunteer Application

Date: _____

Personal Information

Name: _____
Last First Middle Maiden

Present address: _____
Street APT or Suite

_____ City State Zip

Home phone: _____ Work phone: _____

Cell phone: _____ E-mail: _____

Birthdate: _____ (month/day only) If under 18 please specify age: _____

Employment status:

- Student Not employed- looking Not employed- not looking
 Retired Employed- full time Employed- part time

Current Employer (if applicable)

Name of company: _____

Present address: _____
Street Suite

Immediate supervisor: _____ Title: _____

Work phone: _____

May we contact the employer listed above? Yes No

Educational Experience

Are you currently a student? Yes No

_____ Last Secondary School Attended City/State Grade Completed

_____ College attended Highest Degree Years Attended

Personal References

Please list people you have known for at least two years, other than relatives.

1.

Name

Address

Telephone

Occupation

2.

Name

Address

Telephone

Occupation

3.

Name

Address

Telephone

Occupation

In case of an emergency please contact:

Name: _____

Present address: _____

Street

Suite

City

State

Zip

Home phone: _____ Work phone: _____ Cell: _____

Are there any medical problems or issues of which we should be aware in the event of an emergency? If so, please list them below:

I verify that all the information given in this application is true to the best of my ability.

Signature

Printed Name

Date

If under 18 years of age:

Parents signature

Printed Name

Date

Waiver of Liability

I, as a registered volunteer, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless Tree Hill INC DBA Tree Hill Nature Center (and any employees, volunteers and Board of Directors). This waiver and indemnification includes any and all risk of property damage, bodily injury, disease or death that may occur to me, including any injury caused by chemicals, animals, accidents or negligence.

Tree Hill Nature Center has permission to utilize any photographs or videos taken of me for publicity or training purposes. I expressly agree to abide by all safety instructions and information provided to me while I am a volunteer.

I understand that there are possible dangers associated with my volunteer service, including, but not limited to, forces of nature (including but not limited to weather, water, unstable terrain and wildlife hazards) and exposure to hazardous materials i.e. bleach, which may result in property damage or loss, physical injury, disease or death. I understand that my participation as a volunteer may involve strenuous physical activity. I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws or the State of Florida, and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect.

I have carefully read the foregoing release and indemnification and understand the contents thereof and agree with all elements.

If volunteer is under 18: I, as guardian of registered volunteer hereby agree to allow my minor child to volunteer at Tree Hill and agree to all points of this waiver.

Guardian signature

Guardian printed name

Date

Applicant signature

Applicant printed name

Date

Volunteer Position Description

Job Title: Animal Care Assistant

Purpose: To care for and maintain Tree Hill animal collection.

Location: Tree Hill Nature Center

Key Responsibilities:

- Care for reptiles, fish, birds and mammals
- Clean indoor animal enclosures and aquariums
- Clean outdoor animal exhibits and enclosures

Reports to: Naturalist

Length of Appointment: Minimum of 50 hours a year.

Time Commitment: Minimum of 8 hours per week.

Qualifications: Willingness to learn and the ability to work in all outdoor weather conditions.

Support Provided by: Mark Mummaw and Lizzy Ellis.

Volunteer Position Description

Job Title: Landscape Maintenance

Purpose: To maintain trails and gardens.

Location: Tree Hill grounds

Key Responsibilities:

- Maintain trails
- Maintain gardens
- Minor grounds maintenance

Reports to: Mark Mummaw

Length of Appointment: Minimum of 50 hours a year.

Time Commitment: Minimum of 8 hours per week.

Qualifications: Willingness to learn with minor landscape experience preferred.

Support Provided by: Mark Mummaw and Lizzy Ellis.

Volunteer Position Description

Job Title: Administrative Assistant

Purpose: To welcome Tree Hill visitors as they arrive and assist with data entry and media management.

Location: Main Office front desk

Key Responsibilities:

- Data entry
- Answer phone/ Greet visitors
- Updating social media and website

Reports to: Mark Mummaw

Length of Appointment: Minimum of 50 hours a year.

Time Commitment: Minimum of 8 hours per week.

Qualifications: Willingness to learn, excellent communication and clerical skills.

Support Provided by: Mark Mummaw and Greta Combs.