

Please complete this application to provide us with information about you. Contact Terry Harley, Human Resources Director, at [terryh@centerofthewest.org](mailto:terryh@centerofthewest.org) or 307-578-4089 if you have questions.

Name (please print): \_\_\_\_\_  
First and Last

Current Address: \_\_\_\_\_  
P.O. Box or Street

\_\_\_\_\_  
City State Zip Code

Home phone: \_\_\_\_\_ Cell/other phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact person in case of emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Background:** Tell us about your education, employment history, volunteer experience, and any other experiences you'd like to share.

How much time would you like to volunteer?  
\_\_\_\_\_ Hours / week \_\_\_\_\_ Hours / month

What days and times of day would be best for you?

What days, times of day, or times of year would not work for you?

**Volunteer jobs:** What do you enjoy doing (working with people, cooking, working outdoors, etc.) and what special skills do you have? (keyboarding, teaching, carpentry, gardening, etc.)

What tasks would you dislike doing?

*Volunteers may work in many different areas under the supervision of departmental staff. This list includes the jobs that are available most often. Please number the areas you could work using 1 for top preference, 2 for second preference, and so on.*

\_\_\_\_\_ **Clerical Work:** File, copy, alphabetize, and other basic office skills for a variety of departments.

\_\_\_\_\_ **Docents:** Give tours to schoolchildren and adults. Assist with school programs and gallery demonstrations. Requires extensive training program and regular meetings.

\_\_\_\_\_ **Draper Museum Raptor Experience:** Care for raptors. Learn to handle and interpret the birds to visitors.

\_\_\_\_\_ **Keyboarding and/or Data Entry:** Type addresses and prepare form letters or documents. Enter data into spreadsheets or databases.

\_\_\_\_\_ **Museum Store Volunteer:** Assist Center Store staff with checking in merchandise, wrapping posters, and other inventory tasks.

\_\_\_\_\_ **Special Events:** Lend your support to the programs and events that interest you most. Each one requires a lot of volunteer help! Indicate interests below.

\_\_\_\_\_ Community parades    \_\_\_\_\_ Powwow    \_\_\_\_\_ Open house

There are other specialized jobs that only a few volunteers are selected to perform. If you could work in a specialized area such as curatorial, research, the library, conservation, or museum services, where would you want to work? What experience do you have that applies in this area?

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_