

# Fort Worth Nature Center & Refuge

## WELCOME

Thank you for your interest in becoming a volunteer at the Fort Worth Nature Center & Refuge. Our goal is to help you discover an area of interest that is fulfilling and rewarding for you and the community.

## VOLUNTEER OPPORTUNITIES

### **ANIMAL CARE:**

The Hardwicke Interpretive Center is home to a variety of non-releasable Wild Ambassadors. These animals provide a learning opportunity for visitors and the community. Duties include cleaning and maintaining habitats, observing general health and appearance, providing food and water, and occasionally answering visitors questions about the animals. Volunteers are asked to participate weekly or biweekly, and to expect to work at least 2-3 hours per shift. Staff will provide training and oversight.

### **CANOE GUIDE:**

Canoe at the beautiful Fort Worth Nature Center & Refuge! Some canoeing experience is required. A canoeing basics course is taught in the spring/summer. Volunteers then attend natural history training in fall and spring. After some monitored guided canoe tours, volunteers are qualified to be canoe guides at the Nature Center. Volunteers are asked to guide at least once a month.

### **DOCENT (Nature Interpreter):**

Docents guide tours on the Refuge, explaining its ecology and natural history to school and community groups. The prerequisite to becoming a Docent entails participating in a series of training sessions covering basic ecology, Refuge natural history, and interpretive techniques. No scientific background is required, only a love of nature and people. We ask Docents to lead a tour biweekly during the busy tour season. Guided tours are held all through the week and occur more frequently during the school year. Docent trainings are held annually in January and September.

### **NATURAL GUARD (Outdoor Conservationist):**

Natural Guard members work on projects that benefit Refuge visitors, animals, and plants. Projects include trail construction, habitat restoration (replanting native vegetation to restore natural communities), and facilities construction (benches, bridges, shelters). Applicants must be able to work outdoors under variable weather conditions. Natural Guard Volunteers must be 18 or older or in the company of a legal guardian if they are 16 or 17 and should attend one work session per month (sessions are about 3 hours). Training and tools are provided on-site.

### **RESTORATION GREENHOUSE:**

Volunteers assist in the establishment and maintenance of our plant materials program, which is building the inventory of native plants and their seeds for use in restoration projects on site. Duties include scouting and collecting seeds, cleaning and processing seeds, planting seeds, transplanting seedlings, taking greenhouse inventory, and watering and assisting in construction projects to improve greenhouse functions. Volunteers for restoration projects will assist in planting and seeding. Other possible duties might include collecting seeds off site and assisting in restoration projects at other City of Fort Worth parks. Training is onsite. Volunteers under 18 must be in the company of a legal guardian.

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## **VISITOR CENTER HOST/HOSTESS:**

These volunteers staff the information desk at the Hardwicke Interpretive Center. Volunteers answer phones, assist in answering visitor questions, sell gift shop items, and dispense maps and brochures. The host/hostess position is a critical part of our operation. The successful visit of many people begins with a stop at the front desk for information and assistance. We ask these volunteers to host one shift per month. Volunteer opportunities for the visitor center are available during the week and weekends. Training is provided.

## **SPECIAL EVENTS:**

Special events are held throughout the year. Volunteers are needed to plan, coordinate, decorate, set-up/clean-up, and to provide general assistance. Yearly events include Buffalo Boogie Run, Trails and Treats, and Summer Natural History Adventures (nature camp).

### **What If I Can't Volunteer Now, But Still Want to Support the Nature Center?**

Consider joining the "Friends of the Fort Worth Nature Center & Refuge." This group supports the activities of the Refuge both financially and by conducting annual special events at the Nature Center. Membership includes a subscription to the newsletter, a gift shop discount, and special "Friends Only" events. Call 817-392-7410 for more information.



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## VOLUNTEER APPLICATION

(Please print legibly, and return to the Nature Center attn.: Laura Veloz)

### CONTACT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Primary Phone: \_\_\_\_\_ home/cell      Secondary Phone: \_\_\_\_\_ home/cell

Email: \_\_\_\_\_ Birth Date(mm/dd/yyyy): \_\_\_\_\_

Do you have any medical restrictions or allergies? (If yes, please explain):

\_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_

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

### VOLUNTEER PREFERENCES if more than one, please rank them by level of interest, one being the highest.

\_\_\_\_ Animal Care      \_\_\_\_ Canoe Guide      \_\_\_\_ Docent      \_\_\_\_ Natural Guard

\_\_\_\_ Restoration Greenhouse      \_\_\_\_ Visitor Host/Hostess      \_\_\_\_ Special Events

Circle the day(s) you would like to volunteer:

SUN

MON

TUE

WED

THU

FRI

SAT

My schedule varies: \_\_\_\_\_

### VOLUNTEER HISTORY

I heard about volunteering at the Nature Center from:

\_\_\_\_ Friend: \_\_\_\_\_

\_\_\_\_ Outreach/Community Event

\_\_\_\_ Media (Facebook/Website/Internet)

\_\_\_\_ Organizations (FONC, CTMN, Master Gardeners)

\_\_\_\_ Nature Center

\_\_\_\_ Other: \_\_\_\_\_



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I want to volunteer because: \_\_\_\_\_

\_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Educational Background: \_\_\_\_\_

\_\_\_\_\_

Work Experience: \_\_\_\_\_

\_\_\_\_\_

Special Interests, Skills, or Hobbies: \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

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

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

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

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

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

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

Number of years known: \_\_\_\_\_

Number of years known: \_\_\_\_\_

### What comes next?

Thank you for completing the Volunteer Application. Please return the application to the Nature Center. Concluding the background check, we will contact you to set up an informal meeting so we can match your abilities and interest to the needs of the Nature Center and discuss volunteer schedules/trainings. After that, you're ready to volunteer!



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## CITY OF FORT WORTH AGREEMENT

By my signature below, I affirm that the information in this application is accurate and complete. I understand that this information is subject to verification by the City of Fort Worth. I authorize any person holding information on me related to my application to release it to the City of Fort Worth if so requested. I understand that the information provided by me may be used for the purpose of determining my eligibility. I hereby release, indemnify, and hold harmless any government entity, employer, and person furnishing or receiving records and information about me. I understand that any false information or omission in my application may be justification for refusal or for termination of service with the City of Fort Worth.

I understand and agree that I am a volunteer when participating in all activities of the City of Fort Worth, and I shall receive no payment for my services. No contract or agreement of employment is created by any written or oral representations made in connection with the volunteer activity or in connection with any other program of the City of Fort Worth. I understand that I am not an employee of the City of Fort Worth, rather a volunteer who serves at the will of the City of Fort Worth. I have no expectation of continuing my participation in the program. As a volunteer, I understand that the City does not provide me with employee benefits, accident insurance, death benefits, compensation for lost time due to injury; nor does the City carry general liability insurance covering volunteers.

As a volunteer, I agree to perform to the best of my ability, the tasks as outlined in my job description or the tasks established by my supervisor; report to work on time, when scheduled, and if unable, to call my supervisor; to accept supervision, maintain confidentiality; observe its goals and objectives and give my supervisor adequate notice before termination as a volunteer.

I hereby grant the City of Fort Worth permission to use, edit, alter, copy, exhibit, publish, or distribute photographs, videotapes, or other recordings or visual likenesses of me and/or the listed minor(s) that are made during the course of my volunteer activities in any and all of its publications or broadcasts, including website entries, without payment or any other consideration.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian (for minors): \_\_\_\_\_ Date \_\_\_\_\_

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## VOLUNTEER CRIMINAL RECORDS CHECK AND SCREENING for ages 16+

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's License OR State ID \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Have you been CONVICTED of a misdemeanor? \_\_\_Yes \_\_\_No A felony offense? \_\_\_Yes \_\_\_No

If YES, please answer the following question about this conviction:\*

1. When were you arrested/ticketed? \_\_\_\_\_  
Month Year

2. Where were you arrested/ticketed? \_\_\_\_\_  
City State

3. What were you charged with? \_\_\_\_\_

4. What was the outcome? \_\_\_\_\_

Probation: Starting \_\_\_\_\_ Finishing \_\_\_\_\_  
Month Year Month Year

5. If you were sent to jail or prison:  
a. When did you start your sentence? \_\_\_\_\_  
Month Year

b. What was the name and location of the prison?  
\_\_\_\_\_  
Name Location

c. When were you released?  
\_\_\_\_\_  
Paroled \_\_\_\_\_  
Month Year  
\_\_\_\_\_  
Sentence Completed \_\_\_\_\_  
Month Year

d. If currently on parole, when will your parole be completed?  
\_\_\_\_\_  
Month Year

\* If you have had more than one conviction, complete a separate form for each conviction.