



**Volunteer Application
for
Seney National Wildlife Refuge
1674 Refuge Entrance Rd., Seney, MI 49883
906-586-9851 X16**



(Please type or print)

1. Name (Last, First, Middle):	2. Birth Date (optional):	3. Telephone(s): () -
4. Street Address and/or P.O. Box:	5. City, State, and Zip Code:	6. Email:

Please check the volunteer position you are interested in:

7. **FIELD MAINTENANCE VOLUNTEER** - Please check your primary areas of interest:

- Maintenance/Construction. Assists the Maintenance Staff in carpentry, plumbing, painting, grounds keeping, trail maintenance, sign repair, landscaping, restroom maintenance and other construction and labor tasks.
- Heavy Equipment Operator: Operates diverse equipment such as dozers, farm tractors, excavators, loaders, ditch witch, Bobcat, rollers, dump trucks, water trucks, etc. depending on season and projects.
- Automotive/Heavy Equipment Mechanics Assistant. Assists the Automotive Mechanic in servicing and maintaining the refuge vehicles and heavy equipment.

8. **BIOLOGY VOLUNTEER** - assist with bird counts, field surveys, herbarium maintenance, water quality testing, etc

9. **VISITOR SERVICES VOLUNTEER** - Please check your primary areas of interest.

- Staff the Seney Natural History Association Gift Shop and Refuge Visitor Center desk
- Roving Naturalist - nature interpretation for visitors on Tour Loop and observation decks
- Puppeteer/costumed character
- Conduct refuge orientations for Visitor Center groups
- Assist with on-site special events
- Assist with off-site festivals, parades, or fairs

(continued on next page)

(Visitor Services Volunteer Continued)

- Perform office duties including typing, word processing, filing, and answering phones
- Light cleaning and maintenance of Visitor Center and restrooms
- Landscape work including light maintenance at headquarters/visitor center such as mowing, trimming, weeding & watering. Assist with maintenance and continual development of native gardens.
- Maintenance of Tour Loop and trails - pick up trash, check and repair signs, light repairs to Observation decks
- Clean interior/exterior, refuel, check oil, tires, etc. of public-use vehicles.
- Assist with Drop off/Pick up/Inventory of education Trunks
- Post flyers/distribute brochures & refuge newspapers
- YES, I understand that I will be expected to perform any of the services listed above as needed, within my physical limitations (please list limitations in Section #16).

9A. Visitor Services Volunteers may also be asked to work on special projects. Please check the areas that interest you:

- Volunteer Logistics Coordinator* - meet with potential volunteers to explain volunteer opportunities and benefits; orient new volunteers; assist the Outdoor Recreation Planner with public relations and special events; coordinate volunteer logistics; maintain volunteer statistics
- Artist* - design and illustrate brochures, flyers, guides, teaching packets, and interpretive signs
- Interpretive Writer* - write text for brochures, flyers, guides, interpretive signs and other publications; research information for accurate descriptions; provide direction for conceptual design of educational nature guides and teaching handbooks
- Marketing Specialist* - generate ongoing public relations including news releases, ad layout and design, community contact, etc. regarding the importance of the Refuge, special programs, festivals and other events
- Merchandising Assistant* - assist Seney Natural History Association in coordinating duties related to the Visitor Center's book and gift shop
- Computer Specialist* - prepare forms, graphs, brochures, flyers, posters, web sites, etc.
- Event Photographer* - photograph special events and activities.
- Tour "Bus" Driver* - drive 14 passenger vehicle (approx 20' long and 8-10' wide) during tours. Does not require a special license but a training session, written test and practice time will be required.
- Interpreter/Tour Guide/Environmental Educator* - prepare and/or present tours, talks, roving programs, etc

10. Please write a brief statement regarding your experience/ education/ skills/ talent and/or the reasons for your interest in each of the volunteer positions that you checked in #7, #8, and #9/9A:

11. Anything else that you would like to share, such as past work history, hobbies, interests, or education?

12. If you have computer skills, please describe:

13. Would you prefer to work:

indoors

outdoors

both

on a team

independently

both

14. Do you have a valid driver's license? yes no State: _____

15. Vehicle Information:

Make _____ Model _____ Color _____ Year _____

Vehicle license number _____ State _____

16. Please specify any physical limitations that may influence your volunteer work activities:

17. Dates that you are available: From _____ to _____

During this time frame, list any dates you expect to be unavailable (holidays, family obligations, etc.).

18. Which days of the week would you be available? (circle) S M Tu W Th F S

19. Please list your last two supervisors (paid or volunteer work)

Name and Title	Address	Phone
		()
		()

Notice to Volunteer

Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefits. However, volunteer service is credible work experience.

Privacy Act Statement

The following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is voluntary.

20. Comments:

21. Signature (sign in ink): _____ Date _____