

Seasonal Volunteer Positions

(Must be 18 years or older, or need a parent/guardian to volunteer.)

Community Service Hours: We offer trail, habitat maintenance and community science projects for anyone seeking service hours. Trainings are held throughout the year. Make sure to fill in hours needed on the volunteer form!

Habitat, Trail & Garden Stewards: Assist us from May to October of each year. Volunteers help with trail clean-up, invasive species removal, maintain compost bins, weed herb or flower gardens and help with small outdoor projects.

Phragmites Strike Team: Assist staff from May to September of each year. Volunteers learn about and how to remove the invasive species Phragmites (common reed) from the preserve.

Community Science Steward: We currently have seven community science projects (CSP) available. We offer a training session for each project, so make sure to look for our program schedule for training announcements on line or at the education center. You must attend training to participate in following CSPs:

- **BudBurst: (March—November)** Record phenophases.
- **Bee Navitars: (March-August)** Record bees and flowerheads.
- **FrogWatch USA: (March–August, after sunset)** Record sounds of frogs and toad near ponds and wetlands.
- **FeederWatch: (November—March)** Record species of birds visiting our feeders at the Education Center.
- **Hummingbirds at Home: (April-August)** Record number visiting feeder or flowers.
- **Monarch Watch: (July–August)** Record adult monarch butterflies.
- **Wildlife Tracks & Scat: (December—February)** Record species of wildlife that make tracks and scat in the snow on the trails.

Information on seasonal programs and trainings.

Website: <http://reinsteinwoods.org>

Website: <http://www.dec.ny.gov/education/1977.html>



Department of
Environmental
Conservation



Volunteer Program



Reinstein Woods Environmental Education Center

93 Honorine Drive
Depew, NY 14043
716-683-5959
www.dec.ny.gov



Welcome! *The NYS Department of Environmental Conservation, in partnership with the non-profit Friends of Reinstein Woods, invites you to join the Reinstein Woods volunteer family. Our volunteers provide support for Reinstein Woods' programs in a variety of ways, from sharing nature with adults and children as nature guides, to taking care of our trails and forests as stewards and helping at special events.*

Benefits of Volunteering at Reinstein Woods:

As a volunteer at Reinstein Woods, you can:

- Share your passion for nature and the outdoors with others.
- Attend a yearly volunteer awards picnic.
- Attend trainings, educational programs and gatherings for volunteers.



Join! Many of the educational programs and services offered by Reinstein Woods would not be possible without the financial support of Friends of Reinstein Woods. The volunteer program is funded by Friends of Reinstein Woods, and we encourage all volunteers to become members of the Friends organization.

Next Steps: Once you select a volunteer opportunity, fill out the enclosed forms. Drop off or mail the forms with a copy of your driver's license or another form of ID that includes your picture and date of birth to:



Reinstein Woods Volunteer Program
93 Honorine Drive
Depew, NY 14043
Attn: Volunteer Coordinator

Once your paperwork has been received, the volunteer coordinator will be in contact with you soon!

If you have questions or comments about our volunteer program, please contact the volunteer coordinator at 716-683-5959 ext. 204.

Year-Round Volunteer Positions **Age requirement: 18 years or older**

Assist DEC Staff at the education center during the day on weekdays and weekends to help with programs, winter ski and snowshoe rentals, and event set-up and clean-up.

Greeters are needed to answer phones and visitor questions in the Education Center. Duties may include copying and folding or helping with basic office needs. Training will be provided.

Nature Guides are needed to lead tours for the general public, civic organizations, school-age children, scout groups and birthday party tours during the week or on weekends year-round. Volunteers receive training in nature interpretation, and additional optional trainings are provided annually.

Special Event volunteers assist with one-day events such as the Fall Festival, Friends of Reinstein Woods' fundraisers, and other special events sponsored by Reinstein Woods.

Outreach Events volunteers attend events at local fairs and festivals to provide information to increase public awareness and support of Reinstein Woods.

Photographers for Events and Programs are needed to provide quality photos during events and public programs at Reinstein Woods throughout the year. We prefer experienced photographers who are comfortable with public interaction.

Friends of Reinstein Woods Committees assist the board of directors in raising funds and promoting Reinstein Woods. The following committees generally meet on a bi-monthly basis:

- Board of Directors
- Development
- Finance
- Membership



VOLUNTEER APPLICATION

Name: (First, MI, Last)	Telephone:	Home#:	Cell#:
Address: (Street and No.)			Email Address:
City, State, Zip Code:	Drivers License #: (If applicable)		
Copy of Acceptable Identification Must Be Attached		<input type="checkbox"/> Yes (See list of Acceptable ID on page 2)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of any crime (felony or misdemeanor)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you now under charges for any crime?		
If you answered "yes" to either of the above questions, please explain under "Remarks or additional information" or attach a separate sheet. None of the above circumstances represents an automatic bar to volunteer work. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.			
IN CASE OF EMERGENCY - PLEASE NOTIFY THE FOLLOWING PERSON:			
Name:	Telephone #:	Home/Cell:	Work:
Are You Under 18 Years of Age? (If yes, parent or guardian must sign below.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth:
PARENT/GUARDIAN PERMISSION (If Volunteer is under 18 years of age) (We must have your date of birth)			
Print Name:		Signature:	
Relationship to Volunteer:		Date:	
I certify that the answers on this Volunteer form are correct to the best of my knowledge and belief and that a false statement knowingly made may be considered cause for termination of volunteer service.			
Signature:		Date:	
Division:	Department of Public Affairs & Education	Dates of Volunteer Work	
Work Location: (City)	Depew - Reinstein Woods Nature Preserve	Beginning:	Ending:
Region:	9 - Buffalo	County:	Erie
Supervised By:	Meaghan Boice-Green, Center Director & Current Volunteer Coordinator		
Nature of work to be performed by volunteer: (If a volunteer under the age of 18 will be riding in a motorized vehicle, it must be noted in this section and the appropriate RD/DD must initial here, no designees _____.)			
<u>Year-Round Positions:</u>		<u>Friends of Reinstein Commitees:</u>	
___ Assist DEC Staff ___ Outreach Events & Festivals		___ Board of Directors	
___ Greeter ___ Photographer for Events & Programs		___ Development	
___ Nature Guide ___ Birthday Party Nature Guide		___ Finance	
___ Special Events		___ Membership	
___ Seasonal Positions:		___ Habitat , Trail & Garden Steward	
___ Phrag Strike Team		___ Community Science Steward	
Initiated by: (Unit/Bureau Head/Section Chief)		Approved By: (Division/Regional Director)	
Signature:		Signature:	
Remarks or additional information: <input type="checkbox"/> Additional information is attached			
Please write in children volunteering with you under 18 yrs of age: _____			

Requests for reasonable accommodations necessary to insure full participation in our interview and selection process should be addressed to the Affirmative Action Officer, 625 Broadway, Albany, New York 12233.

THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, SEXUAL ORIENTATION, AGE, MARITAL STATUS OR DISABILITY IN EMPLOYMENT OR PROVISION OF SERVICES.

NOTE: ACCEPTABLE IDENTIFICATION

1. Driver's license or ID card issued by a state or outlying possession of the United States or Canadian government authority, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address (e.g. passport)
3. School ID card with photograph
4. Voter's registration card or draft record
5. Military dependent's ID card
6. U.S. Coast Guard Merchant Marine Card
7. Native American tribal document

This form must be completed for each volunteer worker. Once signed by the Division/Regional designees, the form is to be retained in the Central/Regional Office and forwarded to the Bureau of Personnel on an annual basis. The information on this form is necessary to be certain that volunteers are covered by the Workers' Compensation Law.

Volunteers are defined by 1) individuals performing tasks traditionally reserved for volunteers, i.e., they are not being used to supplant paid staff in performing staff activities; 2) the individuals are not being required to work certain hours or perform duties involuntarily; and 3) the individuals receive no remuneration for their activities. Volunteers under 18 years of age are not required to obtain employment certificates (working papers).

Questions concerning this form may be directed to the Bureau of Personnel, Employee Benefits Section, at (518) 402-9249.

PERSONAL PRIVACY PROTECTION NOTIFICATION

The information you are providing on this application is being requested to meet the Department's legal obligations. It will be used in accordance with Section 96 of the Public Officers Law. Failure to provide the requested information may result in your disqualification as a volunteer. The information will be maintained by the Director of Personnel, Department of Environmental Conservation, 625 Broadway, Albany, New York 12233 (518) 402-9273.



Volunteer Opportunities: Please mark your choices below.

<u>Year-Round:</u> ___ Assist DEC Staff ___ Greeter ___ Nature Guide ___ Birthday Party Nature Guide ___ Special Events ___ Outreach Events & Festivals ___ Photographer For Events	<u>Seasonal:</u> ___ Habitat, Trail & Garden ___ Phragmites Strike Team ___ Community Science Prog.	<u>Volunteer for Friends of Reinstein Woods Committees:</u> ___ Board of Directors ___ Development ___ Finance ___ Membership	<u>Are You Volunteering for:</u> ___ School Credit ___ College Credit ___ Community Svc. How many hours do you need?: ____ Hours Completed By Date): _____
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Availability: ____ **Mornings: 9:00-12:00** ____ **Afternoons: 12:00-4:30** ____ **Evenings: 4:30-11:00**

Have you ever applied or volunteered with us before? ____ Yes ____ No If so, when ? ____ Month ____ Year

Why do you want to volunteer with Reinstein Woods Nature Preserve?

Have you attended public programs or events at Reinstein Woods? ____ Yes ____ No If so, which ones?

Please list any other volunteer organizations you volunteered or currently volunteer with:

Please let us know about your hobbies, activities, if your retired, and about your employment experiences that may help with our volunteer program:

Besides English, what language/s do you speak fluently? _____

Would you feel comfortable communicating with the public in this language? ____ Yes ____ No

To Join Friends of Reinstein Woods Membership Program: Choose a level and attach a check.

___ \$25 Individual
 ___ \$40 Family (2 adults + kids < 18) No. in family: ____
 ___ \$40 Grandparent (2 adults + 4 Kids)
 ___ \$100 Patron ___ \$250 Sustainer ___ \$500 Cornerstone

Please make check payable to
 "Friends of Reinstein Woods"
 Mail or drop off your check with your vol-
 unteer forms. Thank you for joining!

I would like to receive the Friends newsletter by: e-mail ____ or postal mail ____



Volunteer References: Provide two references - No family members please.
(Example: other volunteer sites, friends or business associates)

First Name: _____ Last : _____

Phone: Daytime # _____ /or Cell # _____

E-mail Address: (optional) _____

First Name: _____ Last : _____

Phone: Daytime # _____ /or Cell # _____

E-mail Address: (optional) _____

Model Consent Form For Adults and Children (Please read before signing)

I CONSENT to the use of my name and/or likeness for the purpose of advertising or trade by the New York State Department of Environmental Conservation (NYSDEC) or Friends of Reinstein Woods (FORW), or anyone else authorized by that Department to act on its behalf. "My likeness" includes a photograph (including digital), videotape recording, film or artistic rendering of me, a recording of my voice, and/or reproductions of any of these. I agree that the actual material involved, such as a photograph, negative, plate, videotape recording, film, or audio recording is and shall continue to be the property of the NYSDEC and/or FORW.

I understand and agree that I will not be compensated in any way for the use of my name and/or likeness by the NYSDEC or FORW. I also understand that the NYSDEC or FORW may incur expenses in connection with the recording or reproduction of my name and/or likeness, and that I am free from any responsibility for these expenses.

If more than one person signs this consent, each such person agrees to the preceding provisions. If the person who is being photographed, filmed, videotaped or recorded is under 18 years of age, his/her parent or guardian must sign below and fill out information below.

Volunteer Name _____ **(Photographers must sign both areas)**

Signed _____ **Date** _____

Name of child under 18 years: 1. _____ 2. _____ 3. _____

____ **DO NOT** use my photo, name and/or likeness in any displays or publications.

____ **DO NOT** use any child's photo, name and/or likeness in any displays or publications.

For Event and Program Photographers Only: The photographer agrees to authorize all materials and copies of photos, digitals, videos, slides, negatives, CDs, and/or DVDs to be used by NYSDEC and/or FORW for displays, newsletters and other productions and will not be reimbursed for any expenses of materials or copies of such. All copies, photos, digitals, videos, slides, negatives, CDs, and/or DVDs must be accompanied by a model release form signed by all persons photographed in such media. All media will become the property of NYSDEC and/or FORW. **Signed** _____ **Date** _____