



Department of Environmental Conservation



# Reinstein Woods Volunteer Opportunities

Please complete this interest form and mail to: Reinstein Woods Volunteer Program, 93 Honorine Drive, Depew, 14043 or email to [jean.kostin@dec.ny.gov](mailto:jean.kostin@dec.ny.gov) (Jean Kostin, Volunteer Coordinator)

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

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

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Friends of Reinstein Woods member?:  Yes  No

**Area(s) of Interest:** *Note that all volunteers must be at least 18 years or be accompanied by a parent or guardian.*

\_\_\_\_ **Greeter:** Host the front desk and help 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. **Weekdays and Saturdays during business hours.**

\_\_\_\_ **Nature Guide:** Lead tours for the general public, adult organizations, school-age children, or youth groups. Volunteers receive training in nature interpretation, and additional optional trainings are provided annually. **Weekdays and weekends.**

\_\_\_\_ **Trail Steward:** Help with trail maintenance, trash clean up, invasive species removal, maintaining compost bins, weeding herb or flower gardens. Opportunities include Trail Thursdays on Thursdays from 6:00 - 8:00 PM (May to September), Phragmites Strike Team every other Tuesday from 6:00 - 8:00 PM (May to September), and other workdays. Once trained, Phragmites Strike Team members can work on removing plants on their own time.

\_\_\_\_ **Special Event Volunteer:** Assist with one-day events such as the Fall Festival, Get Outdoors Day, and Friends of Reinstein Woods' fundraisers. Can include set up, clean up, parking, activity, food sales, etc. **Usually on Saturdays.**

\_\_\_\_ **Outreach Event Volunteer:** Attend events at local fairs and festivals to provide information to increase public awareness and support of Reinstein Woods. **Weekday evenings and weekends.**

\_\_\_\_ **Program Assistant:** Help DEC staff with public programs, ski and snowshoe rentals, Day in the Life of Niagara River/Lake Erie Watershed. **Weekdays and weekends.**

\_\_\_\_ **Community Science Volunteer:** Collect data for projects such as Project FeederWatch at Reinstein Woods. **Thursday and Fridays during business hours.**

\_\_\_\_ **Event Photographer:** Provide quality photos during special events and public programs throughout the year, preferably experienced photographers who are comfortable with public interaction. **Usually on Saturdays.**

\_\_\_\_ **Friends of Reinstein Woods Committee(s):** Join our Development Committee, Membership Committee, Finance Committee or Diversity, Equity & Inclusion Committee. These committees assist the board of directors in raising funds and promoting Reinstein Woods. **Committees generally meet on a bimonthly basis on weekday evenings.**

**Why do you want to volunteer?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Skills/Talents/Hobbies:** \_\_\_\_\_  
\_\_\_\_\_

*THANK YOU for your interest in volunteering with us! Please note that as part of the follow up, and before being fully accepted as a Reinstein Woods Volunteer, there is a required application and background check performed by the NYS Department of Environmental Conservation. Following that clearance, you will then receive more information for your area of volunteer interest.*



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
[ ] Yes (See list of Acceptable ID on page 2)

[ ] Yes [ ] No Have you ever been convicted of any crime (felony or misdemeanor)?
[ ] Yes [ ] 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.

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.) [ ] Yes [ ] 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: Communication, Education, & Engagement 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 & Jean Kostin, 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 \_\_\_\_\_.)

Area(s) of Interest:
[ ] Greeter [ ] Nature Guide [ ] Trail Steward [ ] Special Events [ ] Outreach Events
[ ] Program Assistant [ ] Community Science [ ] Event Photographer [ ] Friends of Reinstein Woods Committee

Initiated by: (Unit/Bureau Head/Section Chief) Approved By: (Division/Regional Director) Approved by: (Administrative Assistant)
Signature: Signature: Signature:

Remarks or additional information: [ ] Additional information is attached

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.