

Volunteer Opportunities at Smith-Gilbert Gardens

Name: _____

Areas of Interest

1. Docents: Docents are called upon to lead or assist with Groups touring the Gardens or assisting in the House by answering the telephone, greeting visitors, selling memberships, collecting admission fees, collecting money from Gift Shop, and entering visitor information in a data base. Docents are required to attend a training session. Participants will learn about the history of the house and property, sculpture and plant material.

_____ **Garden Tour Guide** – Private tours and field trips-Children to Adults

_____ **Children's Tour Docent** – Field trips

2. Front Desk: Front desk volunteers assist in the historic Hiram Butler House by greeting visitors, answering the telephone, responding to guest inquiries, processing admission and gift shop transactions, and some administrative tasks. Front desk volunteers will also learn the history of the Hiram Butler House to engage with visitors on the fascinating history of the home. This is a great opportunity for outgoing volunteers and those with administrative experience.

_____ **Front Desk-** Tuesday-Saturday from 10 AM - 1 PM or 1PM - 4PM

3. Garden Maintenance: Garden maintenance volunteers work on the general upkeep and appearance of the Garden. Volunteers work in the Garden under the supervision of the Garden Manager and Horticulture Technicians. Garden workers are encouraged to bring their own garden tools. Frequently used tools include:

- *2 sizes of Hand clippers (bypass type – NO anvil type clippers please)*
- *Trowel or Weed knife*

_____ **General Garden Maintenance**

Monday Mornings at 9 AM

Wednesday Mornings at 9 AM

4. Special Events: Smith-Gilbert Gardens is proud to host many special events throughout the year, including the Easter Egg Hunt and Hummingbird Banding. Special Events Volunteers aid with check-in, crafts and game stations, parking, general event flow, and any other duties deemed necessary. These positions are typically on Saturdays, with time varying dependent upon the event. This is a perfect opportunity for volunteers with busy schedules!

_____ **Special Events-** Saturdays, varying times

**All volunteers are required to submit to a background check and drug screen before becoming an active volunteer at Smith-Gilbert Gardens. This is required by the City of Kennesaw and free of charge to the volunteer.*



Volunteer Application
Smith-Gilbert Gardens

2382 Pine Mountain Road
Kennesaw, GA 30152
770-919-0248

Personal Information

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Availability: (Check which boxes apply)

Monday	All Day	Morning	Afternoon
Tuesday	All Day	Morning	Afternoon
Wednesday	All Day	Morning	Afternoon
Thursday	All Day	Morning	Afternoon
Friday	All Day	Morning	Afternoon
Saturday	All Day	Morning	Afternoon

Relevant Work/Volunteer Experience

Present/Previous Employment Background:

Employer	Job Title	Supervisor

Previous Volunteer Experience:

Organization	Duties	Supervisor

Special Interests:

Memberships in Organizations and Societies:



VOLUNTEER MEDICAL INFORMATION

Smith-Gilbert Gardens has a wide variety of opportunities available. We would like to find an area for you regardless of any disability or medical problem. The following information is pertinent to the Gardens as we would not want to match you to a task that may be detrimental to your health and well-being. Please help us keep you safe by providing us with the following information.

Name: _____ Date: _____

Do you have any disability or medical problems that we should be aware of? _____

If so, please explain briefly:

If you are currently under a doctor's care for a medical condition that we should be aware of, please provide the following information:

Doctor's Name: _____ Phone #: _____

Emergency Contact: _____ Phone #: _____



RELEASE AND WAIVER OF PHOTO

I _____, do hereby give Smith-Gilbert Gardens at 2382 Pine Mountain Road, Kennesaw permission to use my photo and its likeness for any and all print and video purposes it deems necessary but not limited to: newsletters, brochures, instructional and promotional videos, and press releases. Smith-Gilbert Gardens will not be required to reimburse me for use of my photo or its likeness.

Signature of Participant

Signature of Guardian if individual is under 18