



## Adult Volunteer Application

717 General Booth Boulevard  
Virginia Beach, VA 23451  
Phone: 757.385.0274  
Fax: 757.385.0228

Email: [aquavols@virginiaaquarium.com](mailto:aquavols@virginiaaquarium.com)

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

### Demographic and General Information

Answer the following questions. For those that do not apply, enter n/a.

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

Title  Mr.  Mrs.  Miss  Ms.  Other \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Shirt Size \_\_\_\_\_

Nickname \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-mail Address \_\_\_\_\_

Best time to reach you? \_\_\_\_\_

What position(s) interest you? Please review the attached list of adult volunteer opportunities and select up to 3 choices. Please number 1 – 3 according to your level of interest.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Admissions Assistant        | <input type="checkbox"/> Fishes                   | <input type="checkbox"/> Onsite Education Assistant  |
| <input type="checkbox"/> Animal Ambassador Assistant | <input type="checkbox"/> Flower Guild             | <input type="checkbox"/> Scout Program Assistant     |
| <input type="checkbox"/> Aquarium Store - Inventory  | <input type="checkbox"/> Green Team               | <input type="checkbox"/> Sensible Seafood Team       |
| <input type="checkbox"/> Aquarium Store - Retail     | <input type="checkbox"/> Horticulture             | <input type="checkbox"/> Stranding Response Team     |
| <input type="checkbox"/> Birthday Party Helper       | <input type="checkbox"/> Life Support             | <input type="checkbox"/> Toddler Program Assistant   |
| <input type="checkbox"/> Diver                       | <input type="checkbox"/> Mammal Care Assistant    | <input type="checkbox"/> Water Quality Lab Assistant |
| <input type="checkbox"/> Docent                      | <input type="checkbox"/> Nature Play Place Mentor | <input type="checkbox"/> Whales & Wildlife Docent    |
| <input type="checkbox"/> Dolphin Discoveries Docent  | <input type="checkbox"/> Office Assistant         |  |

How did you hear about the Aquarium's volunteer program? \_\_\_\_\_

What day(s) and time(s) are you available to volunteer? \_\_\_\_\_

What do you hope to gain from your volunteer experience? \_\_\_\_\_

\_\_\_\_\_

What are your most valuable skills? \_\_\_\_\_

\_\_\_\_\_

Describe any previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Share your special interests and hobbies: \_\_\_\_\_

\_\_\_\_\_

List social or professional organization memberships: \_\_\_\_\_

\_\_\_\_\_

## Education and Employment

Answer the following questions. For those that do not apply, enter n/a.

Highest Academic Certificate or Degree Earned \_\_\_\_\_

Date Earned \_\_\_\_/\_\_\_\_/\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

School Name \_\_\_\_\_

### Current Student

Are you a student?  Yes  No If yes, please answer the following:

School Name \_\_\_\_\_

Classification:  High School  Freshman  Sophomore  Junior  Senior  Graduate  Post-Grad

Major \_\_\_\_\_ Minor \_\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_

### Employment

Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Phone \_\_\_\_\_

May we contact you at work?  Yes  No

Does your employer offer time off to volunteer?  Yes  No

Does your employer have a donation-matching program?  Yes  No (Example: When an employer makes a donation to a nonprofit organization based on the number of hours an employee volunteers for that nonprofit).

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## Stranding Response Team Applicants

This section is to be completed by Stranding Response applicants only. For questions that do not apply, enter n/a.

Do you have a valid driver's license?  Yes  No Do you have reliable transportation?  Yes  No

Please share your occupational background and goals that relate to this field of interest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel you can bring to the Stranding Response Team? Please list three strengths and three weaknesses. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the Stranding Response Team? \_\_\_\_\_

All volunteers are required to sign up for a weekly shift. Please indicate below, in order of preference, the shift(s) you are available. Priority is placed on filling vacancies, which are usually weekday morning and afternoon shifts. **Volunteer must be available for entire shift!**

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
8 a.m.-1 p.m.							
Noon-5 p.m.							

To assist with position related expenses such as uniforms, protective gear and training materials, a onetime fee of \$25 is required from all new Stranding Response Team volunteers. It is nonrefundable and due immediately upon joining.

**References**

*Please provide two professional references. Reference contact information should be accurate and current. A valid email address is required.*

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-mail Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-mail Address \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ ( Home  Cell  Work) Relation \_\_\_\_\_

**Background Information and Photo Release**

I certify that I have never been convicted of any barrier crime (*You may request a list of barrier crimes from the Aquarium's Volunteer Resources office*). I do not have any charges of these crimes against me nor pending against me. I acknowledge that any charges of these crimes may disqualify me from serving as a Virginia Aquarium & Marine Science Center volunteer. Further, I affirm that the information given in my application is true and accurate to the best of my knowledge and I do not object to a background search.

In addition, I understand that while serving as a Virginia Aquarium volunteer I may be photographed and/or video recorded. Such photography and videography may be used for educational, promotional, and/or commercial purposes. By signing I agree to hold harmless the Virginia Aquarium & Marine Science Center and the City of Virginia Beach from any claim arising out of, or pertaining to, the use of my image or likeness for the above stated purposes.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

**The Next Step** *Return your completed application to Attn: Office of Volunteer Resources - Adult Volunteer Applicant. All applications are reviewed and if selected for further consideration, you will be contacted for an interview.*

# Explore the Wonders of the Virginia Aquarium. Become A Volunteer!

**Admissions Assistant** - Your outgoing personality is the perfect fit for this position! Work on the front lines greeting and engaging directing Aquarium guests. Volunteer answers visitor questions, monitors assigned areas and shares details about special programs and experiences. The ideal candidate is friendly, patient, and comfortable standing for an extended period of time and working with large crowds. Bilingual applicants are a plus! Volunteer is required to work at least one four-and-a-half hour shift every week.

**Animal Ambassador Assistant** - Volunteers assist staff with caring for Aquarium animal ambassadors; birds and small mammals. In addition to preparing meals and feeding the animals, volunteers assist with maintaining animal care areas and clean animal enclosures. This position requires bending, reaching and lifting. Candidates must be comfortable getting wet and dirty. A minimum of one four hour shift a week is required.

**Aquarium Store Inventory Assistant** - Interested in what happens behind the scenes in a retail operation? Volunteer as an inventory assistant and help price and inspect merchandise before it goes on the sales floor, assist with maintaining stock room and annual inventory. This position is ideal for individuals who prefer working behind the scenes. Candidates must be available to volunteer at least one four hour shift a week.

**Aquarium Store Retail Assistant** - Looking to develop or enhance your retail and customer service skills? Volunteer as an Aquarium store retail assistant! Volunteers assist with engaging visitors and responding to inquiries, displaying merchandise, maintaining the sales floor and helping with crowd control. Retail and customer service experience a plus. Candidates must be willing to develop knowledge of Aquarium store products and be available to volunteer at least one four hour shift a week.

**Birthday Party Helper** - Volunteer assists education staff with children's birthday parties. This includes helping with set-up and cleanup, greeting guests as they arrive and leading activities to engage birthday party guests. Candidates must have good communication skills, be comfortable working with children of varying ages and have a high energy level. An interest in marine science and experience working with children preferred.

**Diver** - Dive in the Red Sea among live coral, eagle rays and exquisite fish. As a member of the Aquarium's dive team you can explore this habitat and much more! Volunteer divers assist aquaria staff with in-tank maintenance and perform dive programs for the public. For consideration, applicants must be advanced open water scuba certified with at least 25 logged open water dives. Ten dives must have been completed within the last 12 months. Candidates must also participate in dive trials. Upon acceptance in the program a minimum commitment of eight hours a month is required.

**Docent** - If you love to learn and enjoy connecting with a diverse group of people this may be is the position for you! As a docent you will share information about the Aquarium's exhibits and Virginia's marine environment with visitors. Candidates must have above average communication skills, be comfortable with large crowds, and interacting with children and able to stand for an extended period of time. Current and former teachers or applicants with an interest in marine biology are ideal. Following training, a minimum commitment of one four-and-a-half hour shift a week for one year is required.

**Dolphin Discoveries Docent** – As a volunteer aboard the Atlantic Explorer you will work closely with Aquarium educators showing NOAA permitted bio-facts. Volunteers answer guests' questions about marine life off the coast of Virginia Beach and assist with a variety of customer service duties such as boarding and ticketing. Candidates should be comfortable with public speaking, have previous customer service experience, be capable of working with limited supervision, enjoy being outdoors in all elements, and not be affected by motion sickness. Dolphin Discoveries season is March - October.

**Fishes Assistant** - This position is perfect for individuals who love marine animals and have a biology background. Volunteers work behind the scenes assisting staff with caring for aquariums. Candidate must be able to commit to at least four hours of service each week.

**Flower Guild** - Tap into your creative side to design floral arrangements for the lobbies of both Aquarium buildings! Volunteers are required to design two arrangements a year.

**Green Team Project Coordinator** - The Virginia Aquarium is committed to educating the public about the marine environment and inspiring conservation of wildlife and wild places. The Green Team Project Coordinator supports these efforts by promoting environmentally responsible and sustainable practices and assisting with green activities. Volunteer represents the Aquarium's Green Team at local events, assist with coordinating clean-up and e-cycle activities as well as other projects. Candidates must have an interest in and knowledge of environmental issues, be extremely organized with excellent presentation skills, a demonstrated ability to manage projects and a flexible schedule.

**Horticulture** - Indulge your love of plants and gardening by assisting the Aquarium's horticulture staff with maintaining planting areas. The following volunteer positions are available. Volunteer schedules vary.

▪ **Horticulture Education Materials Assistant**

*Assist horticulture staff in developing and maintaining plant profile books for exhibit areas containing live plant material. Candidates must have good organizational skills. Knowledge of local native plants a plus.*

▪ **Horticulture - Gardener**

*Assist horticulture staff in maintaining and enhancing garden exhibits. Ideal candidates should be comfortable standing, bending and walking for prolonged periods and have the ability to withstand outdoor conditions such as heat, humidity, cold and insects. Knowledge of plant identification and/or life cycles is helpful.*

▪ **Horticulture - Greenhouse Assistant**

*Assist horticulture staff in maintaining greenhouse and related greenhouse projects. Candidates should be comfortable standing, bending and walking for prolonged periods and have the ability to withstand outdoor conditions such as heat, humidity, cold and insects. Experience propagating plants is helpful.*

▪ **Horticulture Indoor Exhibit Assistant**

*Assist horticulture staff in maintaining indoor exhibits containing live plant material. Experience working around birds and turtles is a plus.*

▪ **Horticulture - Invasive Eradication Specialist**

*Assist horticulture staff in eradicating invasive plant species on the trail. (Phragmites, bamboo, ivy, honeysuckle, greenbrier, mustard, microstegium, ficaria, etc.) Candidates must have the ability to work independently, stand and bend for prolonged periods and withstand various outdoor conditions. Some knowledge of invasive plants helpful.*

▪ **Horticulture - Trail Assistant**

*Assist horticulture staff in keeping nature trails, marsh, and woodland clean and aesthetically pleasing. Candidates should be comfortable standing, bending and walking for prolonged periods and have the ability to withstand outdoor conditions such as heat, humidity, cold, insects and wild animals. Candidates must also be comfortable interacting with Aquarium staff and the public in pleasant, professional manner. Experience with a leaf blower, lawn mower and/or string trimmer ideal.*

**Life Support** - Volunteers Assist with monitoring and maintaining equipment associated with the Aquarium's live animal Exhibit. This includes various projects ranging from system rehabilitations, repairs and retrofits to new construction design, installation, project planning, and data analysis/collection. Ideal candidate will have experience in engineering fields such as electrical, power, electronics, mechanical, energy, systems, industrial, process or manufacturing engineering. Experience drafting and reading blueprints and drafting schematic or shop drawings a plus. Proficiency with Data entry/data analysis helpful.

**Mammal Care Assistant** - Roll up your sleeves and start prepping! Volunteers enjoy the messier side of maintaining the Aquarium's marine mammals by preparing food and assisting staff with cleaning. This position is ideal for candidates who love marine mammals and want to learn more about these amazing creatures. Applicants must be able to lift at least 25 50 pounds, kneel and stand for extended periods of time and have good hand and eye coordination. A minimum of one 4½ hour shift is also a week is required.

**Nature Play Place Mentor** - Volunteers mentor nature play place docents while providing guests with information about the Aquarium's Nature Play Place area. This position is for parents/guardians of 11 and 12 year old nature play place docents. Parent's/guardian's application must be attached when youth application is submitted. This position is also opened to candidates with mentor experience, ability to work with children, an outgoing and personable demeanor and an interest in nature play. Volunteer must be available at least 9 weeks between June and August.

**Office Assistant** - Are you very organized? Do you have great communication skills? Are you proficient with Microsoft Office? If so, submit your application right away for this position! Volunteers work in various Aquarium departments assisting with administrative tasks. Applicants should be flexible and have great interpersonal skills.

**On-site Education Program Assistant** - The Virginia Aquarium provides engaging and interactive educational programs to students from preschool to college. The On-site Education Program Assistant will assist the School Programs Specialist with teaching students through hands-on learning such as experiments, live animal presentations, problem-solving, and making observations. Applicants must be at least 21 years old with experience teaching students, good customer service skills and the ability to lift 25 pounds as well as stand and walk for several hours.

**Scout Program Assistant** - Volunteer assists with staff with scout day programs, overnights and service projects. Candidate must have an interest in marine science and/or marine biology and the ability to communicate with young children and teenagers. Experience developing and leading various craft and recreational activities a plus.

**Sensible Seafood Team** - Volunteer assists with promoting ocean-friendly seafood by sharing the Aquarium's Sensible Seafood program conservation message at onsite events and venues around the area. Candidates must have strong communication skills, be comfortable standing for long periods of time indoors and outdoors, and be at least 21 years old. Training provided.

**Stranding Response Team** - Stranding Response Team volunteers promote the conservation of marine animal species through research, rescue, rehabilitation and education. Volunteers respond to dead and live marine mammal and sea turtle strandings, assist with necropsies (animal autopsy) and tissue sampling, help with live animal rehabilitation and medical procedures and assist with data entry and data collection. Candidates must be physically and mentally fit and able to carry at least 35 pounds and assist with heavier loads. The ability to hike for five miles or more, work in extreme weather conditions is also required. Candidates must have a valid driver's license and a good driving record. This position requires a minimum commitment of 6 months.

**Toddler Program Assistant** - This is a great opportunity to bring out your inner child! Assist the Toddler Program Coordinator with planning and presenting engaging activities at weekly Toddler programs. Activities include stories, songs, outdoor adventures and animal mysteries. Prefer candidates with experience working with children. Applicants with artistic and/or musical abilities a plus.

**Water Quality Lab Assistant** - Volunteers assist staff with performing daily water quality analyses, maintaining lab records and cleanup. Specifically, this includes calibrating pH and salinity meter, measuring and recording salinities, pHs and alkalinities and washing sample bottles and glassware. Candidates must be able to stand an extended period of time with minimal breaks, have good vision, excellent fine motor skills and knowledge of safe laboratory practices. Applicants must also be punctual, reliable and detail oriented with the ability to maintain legible, neat and accurate records.

**Whales & Wildlife Docent** - As a volunteer aboard the Atlantic Explorer you will work closely with Aquarium educators showing NOAA permitted bio-facts. Volunteers answer guests' questions about marine life off the coast of Virginia Beach and assist with a variety of customer service duties such as boarding and ticketing. Candidates should be comfortable with public speaking, have previous customer service experience, be capable of working with limited supervision, enjoy being outdoors in all elements, and not be affected by motion sickness. The Whales and Wildlife season is February - November.

**Adult Volunteers Candidates Must:**

- *Be at least 18 years old*
- *Submit an application with two professional references*
- *Meet individual program/position criteria*
- *Successfully pass a criminal history search*
- *Complete required training*

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