



The Smithsonian Associates

Dear Prospective Volunteer:

Thank you for your interest in The Smithsonian Associates (TSA) Volunteer Program. The role TSA volunteers play is significant, providing necessary support to both members and staff in the successful implementation of our programs. In the past year, office and event volunteers contributed their energy, skills, and over 25,000 hours of their time to The Smithsonian Associates.

Office volunteers assist with the daily operations of the programmatic and administrative functions of the TSA office. Responsibilities vary depending on a volunteer's placement (e.g., public affairs, marketing, customer service, membership, regional programs, local tours, programming, Discover Theater, development, etc.), but may include some or all of the following: performing research, answering phones, entering and analyzing data, assisting/greeting the public, special projects, assistance with mailings, etc. Based on their skills and interests, office volunteers may be assigned to special projects.

Please note that it is necessary for office volunteers to have weekday availability during normal business hours, 9 am to 5 pm. You will be asked to work a minimum of four hours per week for a minimum of one year. Routine background checks are completed prior to assignment.

If you would like to be considered for an office volunteer position, please complete the enclosed application form and return it to our office. When we receive your application, you will be contacted and, if a position is available, scheduled for an interview.

If you have any questions about the program, please feel free to call me at (202) 633-8596 or email at volunof@si.edu. I look forward to hearing from you soon.

Sincerely,

Tricia Byrne
Volunteer Coordinator

OFFICE VOLUNTEER APPLICATION

| |
|---|
| Date: _____ |
| Mr. () Ms. () Mrs. () Other () Please Specify _____ |
| Name: _____ |
| E-Mail Address: _____ |
| Home Address: _____ |
| City: _____ State: _____ Zip: _____ |
| Work Phone: _____ Home Phone: _____ |
| TSA Membership: Check One: Single () Double () Family () How Long? _____ |

1) Describe current or most recent work experience, giving place of employment, title and general responsibilities.

2) Describe educational background. Indicate school, university, or college degrees and major fields of study.

3) Please describe any past or present volunteer experience.

4) Do you have any hobbies or special interests that relate to The Smithsonian Associates Program, e.g., music, Civil War, railroads, gardening, etc.? Please describe.

5) Do you have any special skills such as typing, proficiency in a foreign language, writing, editing, dealing with people, computer programming, graphic arts, etc.? If so, please describe them.

AVAILABILITY

Office volunteers are asked to commit at least four hours a week during normal business hours (9 am to 5 pm) for at least a year. Please indicate below the days of the week you would prefer to work and hours you have available.

| | | | | |
|-----------|----------|----------|----------|----------|
| M | T | W | T | F |
| am | | | | |
| pm | | | | |

REFERENCES

List two references that we may contact. Do not include relatives.

1. Name _____
Home Phone _____ Work Phone _____

2. Name _____
Home Phone _____ Work Phone _____

NEXT OF KIN/EMERGENCY CONTACT

Name: _____

Relationship: _____

Phone Number(s): _____

PLEASE RETURN YOUR COMPLETED APPLICATION TO:

Tricia Byrne
Volunteer Coordinator
The Smithsonian Associates
PO Box 23293
Washington, DC 20026-3293

Or email to volunof@si.edu.