Saratoga Convention & Tourism Bureau / Saratoga Heritage Area Visitor Center

Volunteer Application

Name: ____________________________________________________________

Home Phone: ___________________________ Mobile: ___________________________

Address: __________________________________________________________

City, State, Zip: ___________________________

Email address: ____________________________________________________

Do you have previous volunteer work experience?  YES  NO  If so, with which organizations and what was your role?
______________________________________________________________

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__________________________________________________________________

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__________________________________________________________________

Please tell us what you like about volunteer work?
______________________________________________________________

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__________________________________________________________________

__________________________________________________________________

How did you hear about volunteering with us?
__________________________________________________________________

Volunteer position information:

Please indicate which position(s) you are interested in by circling those that apply.

Visitor Center volunteer positions:

Desk Ambassador  Walking Tour Guide  Step-On Guide

Shift times & days vary according to the position. For example, Visitor Center Desk Ambassador positions have regular, predictable four-hour shifts, scheduled between the hours of 9:00 am and 6:00 pm. Walking Tour and Step-On Tour Guides are seasonal, less predictable and are dependent upon demand.
**Convention Bureau volunteer positions:**

**Visitor Information Tables:**
May be set up at sporting events such as a rowing regatta, a horse show, a road race or may be inside a hotel.

**Conference Assistance:**
May include performing duties at a conference registration table or light administrative tasks such as selling raffle tickets or handing out flyers.

Conference assistance positions, information table duties and special events may occur any day of the week or time of day. Shifts are normally limited to 4 hours maximum. Events may be outdoors or indoors. All details including location will be sent with requests.

Are you a year-round resident or "seasonal" (circle one)? If seasonal, please indicate the dates (from and to) you will **NOT** be available: __________________________________________________________

What days of the week are you available? Please circle all that apply:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Are there any times/days that you are **NOT** available? __________________________________________________________

Please tell us if you have any restrictions or special needs: __________________________________________________________

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**To be Completed by SCTB/VC Staff**

Interview date: ________________________________

Emergency Contact Name: ____________________________________________________________

Relationship: ___________________________________________________

Phone Number: ________________________________

Training:
1. __________________________________________  2. __________________________________________
3. __________________________________________  4. __________________________________________
5. __________________________________________  6. __________________________________________

Revised November 2017