



## Volunteer Application

Volunteers play a very important role at NJPAC as it strives to fulfill its mission and we appreciate your interest in volunteering.

At NJPAC we consider being a volunteer a great service opportunity and a serious responsibility. We look forward to exploring with you ways in which you will enjoy volunteering at NJPAC.

Prospective volunteers will be required to attend an interview and those accepted into the program are required to attend a volunteer orientation (the dates are given in advance for your convenience). You will be provided with a welcome packet, including the volunteer handbook and training required for your selected responsibilities.

Volunteers are expected to commit at least one year of service after having received appropriate training. All volunteers are expected to report for duty promptly and if unable to do so to notify the appropriate supervisor or the Director, Volunteer Services (973-297-5808).

**Step 1:** Tell us in a few paragraphs something about yourself, your skills, experiences and passions, and why you choose to volunteer at NJPAC.

**Step 2:** Read over the opportunities listed in the Volunteer Opportunity booklet, realizing that not all opportunities are available at any given time nor are all listed. Definitions and specific volunteer positions may be altered or eliminated and new opportunities created as deemed necessary and appropriate.

You will be asked on the application form to indicate your area of interest.

**Step 3:** Complete the attached volunteer application form and return to the Office of Volunteer Services.

All Interviews and Orientations are held 5:30 pm- 8:00 pm in the Site Office located at 36 Park Place, across from NJPAC.

### **INTERVIEW DATES**

August 29, 2011  
February 27, 2012

### **ORIENTATION DATES**

September 12, 2011  
March 12, 2012

Thank you for your interest in NJPAC and I look forward to meeting you in person.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ginny", written in black ink.

Ginny Bowers Coleman  
Director of Volunteer Services



## VOLUNTEER INFORMATION AND APPLICATION FORM

*(Please Type or Print)*

Complete and send to Volunteer Services, NJPAC, One Center St., Newark, NJ 07102. or fax to 973.642.7372 or email to: [Volunteers@NJPAC.org](mailto:Volunteers@NJPAC.org) Thank you.

Mr.  Mrs.  Ms.  \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) (City) (State) (Zip) (County)

\_\_\_\_\_  
(Home Phone) (Work Phone) (Cell Phone) (Email Address)

Date of Birth \_\_\_\_\_ Highest level of education \_\_\_\_\_  
*(Must be 18 or older)*

Currently employed? \_\_\_\_\_ What is/was your job/career? (Optional) \_\_\_\_\_

Have you attended performances here? \_\_\_\_\_ Are you a member of NJPAC? \_\_\_\_\_

How did you learn about our volunteer opportunities? Website, Program, Friend, other \_\_\_\_\_

Volunteered here before? When and in what capacity? \_\_\_\_\_

### Emergency Contact Information:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Address & Phone # \_\_\_\_\_

### Availability:

*(Volunteers should be able to make a commitment for 1 year.)*

I am available (Circle all that apply) Mon. Tues. Wed. Thurs. Fri. Sat. Sun. Varied

During this time (Circle all that apply) Morning Afternoon Evening Flexible

### Skills and Requirements:

**Do you have a specific area of interest?** *(See attached sheet for categories and definitions.)*

**Computer level** Basic? Intermediate? Advanced? *(Circle the one if appropriate.)*

**What office skills** *(Filing, data entry, book keeping, receptionist, etc.)*

**Special skills and experience** *(foreign language, artistic, engineering, executive, writing, etc.)*

**In addition to NJPAC, what volunteer experiences do you have?**

**Please list a personal reference we may contact** *(not related to you)*

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Yrs Known \_\_\_\_\_

Phone # \_\_\_\_\_ Address \_\_\_\_\_

*Information provided on this application is solely for the use of NJPAC and will not be shared with any other person or organization without the applicant's permission.*