



THE HUNTINGTON  
Library, Art Collections, and Botanical Gardens

## Adult Volunteer Application

*Volunteering at The Huntington Library, Art Collections, and Botanical Gardens is a great way to give back to the community. It is also an ideal opportunity to learn about literature, art, and botany while meeting new people and sharing your knowledge and enthusiasm! Huntington Volunteers range in age from 14 to 80+, and come from many different professional and cultural backgrounds. All are a valued part of The Huntington's team.*

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

I prefer to be called \_\_\_\_\_

Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

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

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

Email Address - *please print clearly* \_\_\_\_\_

Date of birth (mm/dd/yyyy) \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

*Why do you want to volunteer your time at The Huntington?*

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*How did you learn about volunteer opportunities at The Huntington?*

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*Have you volunteered for other organizations? If so, please list their name(s) and your role(s).*

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**Education**

High School \_\_\_\_\_ Degree / Graduation Date \_\_\_\_\_

College / University \_\_\_\_\_ Degree/ Graduation Date \_\_\_\_\_

Graduate School \_\_\_\_\_ Degree/ Graduation Date \_\_\_\_\_

Certificate(s) \_\_\_\_\_

**Employment History**

*List your current or most recent position. Please attach your resume if applicable to your volunteer interests.*

Employer \_\_\_\_\_ Dates of employment \_\_\_\_\_

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

Job Title \_\_\_\_\_  full-time  part-time

Duties \_\_\_\_\_

Immediate supervisor's Name \_\_\_\_\_ Phone number \_\_\_\_\_

**Personal or Field Related Reference**

*Please name a personal reference who is not related to you, nor living with you.*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

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

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

Email Address - *please print clearly* \_\_\_\_\_

**In case of emergency, please contact:**

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

Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

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

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

## Overview of Volunteer Opportunities at the Huntington Library, Art Collections, and Botanical Gardens

### Service Volunteers

Service volunteers work throughout the Huntington in its gardens, nurseries, welcome centers, information areas, offices, and library. Weekly schedules are flexible, and involve a mix of sitting and standing. Many new volunteers begin their involvement as Service Volunteers. Positions are available on an as needed basis.

#### Required Commitment

- Shifts are 2-3 hours long.
- Volunteers must make a commitment of 8 hours per month for a minimum of a six months.

#### Information Desk Volunteer

Information Desk Volunteers sit at the Admissions area helping visitors plan their day here by answering questions, and providing maps, calendars, and other resources about what's on at the Huntington. They also provide directions to nearby destinations for out-of-town visitors.

#### Information Guide

Information Guides are on their feet helping direct visitors around the Huntington grounds. They provide a friendly face, valuable way-finding information, and help visitors get to where they are going.

#### Mapel Orientation Gallery Volunteer

The Mapel Orientation Gallery features engaging multimedia displays that provide visitors with a welcoming introduction to The Huntington. Volunteers welcome and engage visitors in conversation and provide more background historical information about the Huntington as well as what exhibitions are available.

#### Art Gallery Welcome Center Volunteer

The Huntington Art Gallery houses a distinguished collection of 18th- and 19th-century British paintings, sculpture, and decorative arts. These volunteers distribute audio guide equipment to visitors, while providing basic tutorials to guests about how to operate the devices. They also answer general questions.

#### Office Support

A full-time staff of 400+ makes the Huntington run! Office Support volunteers provide a wide range of clerical and administrative work in departments like Human Resources, Advancement, Membership, The President's Office, and other key areas.

#### Special Projects Volunteers

Short-term initiatives offer volunteers the opportunity to help out in unexpected ways. These volunteers provide support on special projects from time to time as they become available.

#### **Botanical Division – *There are many opportunities for those who like to get their hands in the soil!***

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|---|--|
| <input type="checkbox"/> Annual Spring Plant Sale | <input type="checkbox"/> Japanese Garden   |
| <input type="checkbox"/> Bonsai Garden            | <input type="checkbox"/> Mighty Groomers ( <i>first Saturday of the month only</i> ) |
| <input type="checkbox"/> Camellia Garden          | <input type="checkbox"/> Orchid Palm/Jungle Garden                                   |
| <input type="checkbox"/> Children's Garden        | <input type="checkbox"/> Palm Garden / Jungle Garden                                 |
| <input type="checkbox"/> Chinese Garden           | <input type="checkbox"/> Plant Production Greenhouse                                 |
| <input type="checkbox"/> Conservatory             | <input type="checkbox"/> Rose Garden   |
| <input type="checkbox"/> Desert Garden            | <input type="checkbox"/> Shakespeare Garden  |
| <input type="checkbox"/> Herb Garden              | <input type="checkbox"/> Special Projects in Botanical Division                      |

## Overview of Volunteer Opportunities at the Huntington Library, Art Collections, and Botanical Gardens

### Facilitators and Docents

The Huntington's learning experiences for visitors often take the form of volunteer-led tours and informal conversations. These visitor-centered experiences are lively, interactive, and accessible for all visitors.

**Facilitators** lead Inquiry-based experiences for K-12 students during school field trips across all three areas of the Huntington: The Art Gallery, The Botanical Gardens, and The Library. Because it is important for students to take an active role in their learning and to make curriculum connections, these volunteers also participate in special trainings on Inquiry-based learning techniques. School Group tours are 1.5 hours long.

**Docents** lead experiences for general public visitors. They work in the Huntington Art Gallery, the Botanical Gardens, or the Library. Full Garden, Art Gallery, and Library tours are offered to visitors free-with-admission, and welcome all. Estate and Special Group tours are scheduled in advance, and are private. Most tours are 1 – 1.5 hours long.

Weekly schedules for both groups are regular. This work requires extended periods of walking. Training for all teaching volunteers is provided by Huntington Education and Curatorial staff in regular sessions over a fixed period of time. The length of the training course is determined by the scope of the program. Docent and Education Facilitator positions are available on an as needed basis.

#### **Training Requirements for Docents and Education Facilitators**

- Attendance at all orientation and training sessions
- 10-20 hours of independent study

#### **Required Commitment**

- Facilitators: Full participation in 13-session Master Training Course for each autumn
- Docents: Full participation in training courses for each specific assignment (garden, library, gallery, etc.)
- 8 hours of service per month for the first of 2 years of volunteering

#### **Docents**

**Art Gallery Docents** lead tours of The Huntington's collection of European and/or American Art for visitors from the general public.

**Botanical Garden Docents** lead tours of specific gardens, as well as Full Garden overview tours for visitors from the general public.

**Library** Docents lead tours through exhibitions at the Huntington Library for visitors from the general public.

**Estate Tour** and **Group Tour Docents** lead private tours for groups that focus on connections across the Huntington Library, Art Collections, and Botanical Gardens.

#### **Education Facilitators**

**School Programs Facilitators** lead tours for K-12 students and their teachers in The Art Galleries, The Botanical gardens, and The Library.

Is there anything else you would like us to know about you?

**Weekly Availability**

Indicate with a check ✓ the times you are generally available to volunteer at the Huntington. Please note that volunteer opportunities are available on an as-needed basis, and that a minimum number of spots are available on weekends.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Full Day							

**Acknowledgement**

Have you ever been convicted of a crime other than a traffic violation?  yes  no

Please exclude convictions that have been sealed, expunged or legally eradicated and misdemeanor convictions for which probation was successful, completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to volunteer service. Each case will be considered on its own merits. If yes, please explain:

*\*If your volunteer position requires you to interact with minors, you will be sent and asked to fill out a form authorizing The Huntington to do a background check.*

I authorize the Huntington or its designated representative to thoroughly investigate my sex offender status related to my suitability as a volunteer who will be working with and or around minors. I further, authorize the status information provider to disclose to the Huntington any and all information concerning this area and any other pertinent information that they may have, without giving me prior notice of such disclosure. I indemnify and release the Huntington from any liability relating to such a background check.

Signature is required for authorization \_\_\_\_\_

*The information in this application is true and complete and I have not knowingly withheld any information. I understand that misrepresentation may be a cause for dismissal. I authorize verification of all information contained in this application.*

*As a volunteer at The Huntington, I agree to follow all Huntington guidelines and policies. In addition, I consent to emergency medical attention in the event that I am unable to give my consent. I am aware that The Huntington has the right to release me from service at any time, just as I have the right to withdraw from volunteer service at any time.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed application to:

Volunteer Programs  
The Huntington Library, Art Collections, and Botanical Gardens  
1151 Oxford Road  
San Marino, CA 91108  
[volunteerprograms@huntington.org](mailto:volunteerprograms@huntington.org)