



## The Smithsonian Associates

Dear Prospective Office Volunteer:

Thank you for your interest in The Smithsonian Associates Volunteer Program. The role our 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 18,000 hours of their time to The Smithsonian Associates.

Office volunteers work with staff and assist with the daily operations of the programmatic and administrative functions of The Associates offices. Responsibilities vary depending on a volunteer's skills and interests and their subsequent placement to a department. Office volunteers may also be asked to assist with special projects from time to time.

Please note that it is necessary for office volunteers to have weekday availability during normal business hours, 9 am to 5 pm. We look for volunteers to offer a minimum of four hours per week on a yearly basis, and become a member of The Associates if they aren't already.

If you would like to be considered for an office volunteer position, please complete the enclosed application form and return it with a copy of your resume to our office. Once we receive your application and there's a position is available that is a potential match for your skills, you will be contacted and we will schedule a meeting.

Please know that all volunteers must pass a routine background investigation.

If you have any questions about volunteering for The Smithsonian Associates, please feel free to call me at (202) 633-8596 or send me an e-mail at [tsavol@si.edu](mailto:tsavol@si.edu).

I look forward to hearing from you soon.

Sincerely,

*Jenna Jones*

Jenna Jones, CVA  
Volunteer Coordinator



The Smithsonian Associates

## OFFICE VOLUNTEER APPLICATION

Date: _____	E-Mail: _____
Mr. ( ) Ms. ( ) Mrs. ( ) Other ( ) Please Specify _____	
Name: _____	
Home Address: _____	
City: _____	State: _____ Zip: _____
Work Phone: _____	Home Phone: _____
Membership Status: 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 field/s 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, e.g., computer, writing, photography, marketing, development, etc..

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

**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.

	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
<b>am</b>					
<b>pm</b>					

**REFERENCES**

A. List two references (non relatives) that we may contact.

1. Name \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_  
Phone Number/s: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**RESUME**

If you have a resume, please attach it.

**PLEASE RETURN YOUR COMPLETED APPLICATION TO:**

Jenna Jones, CVA  
Volunteer Coordinator  
The Smithsonian Associates  
PO Box 23293; MRC 701  
Washington, DC 20026-3293  
Or email to tsavol@si.edu.