



1007 Lake Drive SE  
Grand Rapids, Michigan 49506  
616-451-3051 616-451-3054 fax  
[www.wmeac.org](http://www.wmeac.org) [info@wmeac.org](mailto:info@wmeac.org)

## Volunteer and Intern Application

Date: \_\_\_\_\_

Volunteer :\_\_\_ Intern: \_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact (relationship, phone): \_\_\_\_\_

Availability: Start (M/D/Y) \_\_\_\_\_ End \_\_\_\_\_

Days available: \_\_\_M \_\_\_T \_\_\_W \_\_\_Th \_\_\_ F \_\_\_S \_\_\_Su

Times available: \_\_\_\_\_

Education level: Elementary School High School College Post Grad Vocational

College major/interests: \_\_\_\_\_

References (name, phone, relationship):

1. \_\_\_\_\_

2. \_\_\_\_\_

WMEAC Volunteer opportunity preferences:

\_\_\_\_\_

\_\_\_\_\_

Health or other issues we should be aware of \_\_\_\_\_



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## **These are just some of your opportunities as a volunteer at WMEAC!**

### **Public Relations:**

- Advocacy letters and calls
- School presentations\*
- Hands-on children's activities at events\*
- Conduct building tours for groups of all ages\*
- Community education house parties\*
- Represent WMEAC at an event table\*
- Speaker's bureau on environmental topics
  - Water quality
  - Energy
  - Sustainability
  - Low Impact Development
  - Rain gardens and native plants

### **Communications and Marketing**

- Newsletter layout, writing
- Brochure, poster, handout design and writing
- Website review, content update
- Weekly list serve content preparation
- Media campaigns, project marketing

### **Office Work**

- Greet visitors, give building tours and answer typical questions\*
- Library management
- Data entry
- Research
- Member mailings
- Assist staff with special projects

### **Outdoors**

- Work with staff to help plan and manage outings and events
- Plant and maintain rain gardens and our two native plant nurseries\*
- Rain garden design\*
- Weed the green roof\*
- Care for demonstration rain gardens\*
- Adopt-A-Stream activities\*
- Grand River Cleanup (September, annual)
- Native plant sales booth at Farmer's Market\*

\* training provided!