

Volunteer Application Form

Position: Visitors' Center Attendant

Location: The Norwich Heritage and Regional Visitors' Center
69 East Town St Norwich, CT 06360

Purpose: The role of a Visitors' Center Attendant is to provide visitors with information about the city of Norwich and **foster a warm and positive environment** in the Norwich Heritage and Regional Visitors' Center.

Key Responsibilities:

- Provide information to visitors
- Pleasantly greet guests and direct them to desired locations around Norwich
- Answer questions about the Visitors' Center and provide forms when necessary
- Record donations that come in
- Manage the small gift shop and handle cash and credit cards
- Assist with updating the social media page
- Other related duties as assigned

Reports to: The Volunteer Coordinator

Age Requirement:

Must be 15 years old or older.

Time Commitment:

Volunteers will commit to at least **one three-hour shift per week**
The Norwich Heritage and Regional Visitors Center will be open
Wednesday-Sunday, 10:00am-4:00pm, April-November

Dress code: Business casual or appropriate summer attire

Volunteer Application Form continued

Qualifications:

- Seeking individuals who have an interest in Norwich's history and a desire to learn more about the region
- Volunteers should have a basic knowledge of Norwich and it's environment
- Volunteers should have a friendly and outgoing attitude
- Knowledge of Microsoft Word and Excel would be helpful

APPLICATION:

Name _____

Home Address _____

City _____ State _____ Zip _____

Phone Number _____ Male () Female ()

Email _____

Emergency Contact (Name/Phone) _____

Why are you interested in volunteering at the Norwich Heritage and Regional Visitors' Center? What skills will you bring to the position?

Please list any volunteer or related experience:

Volunteer Application Form continued

REFERENCES

Please list three people who know you well and can attest to your character, skills, and dependability. Include your current or last employer.

	1	2	3
Name			
Organization			
Relationship			
Years			
Phone			

AVAILABILITY (check all that apply)

Day	Shift	<input type="checkbox"/>	Shift	<input type="checkbox"/>
Wednesday	10:00am-1:00pm	<input type="checkbox"/>	1:00pm-4:00pm	<input type="checkbox"/>
Thursday	10:00am-1:00pm	<input type="checkbox"/>	1:00pm-4:00pm	<input type="checkbox"/>
Friday	10:00am-1:00pm	<input type="checkbox"/>	1:00pm-4:00pm	<input type="checkbox"/>
Saturday	10:00am-1:00pm	<input type="checkbox"/>	1:00pm-4:00pm	<input type="checkbox"/>
Sunday	10:00am-1:00pm	<input type="checkbox"/>	1:00pm-4:00pm	<input type="checkbox"/>

Month	<input type="checkbox"/>	Month	<input type="checkbox"/>
April	<input type="checkbox"/>	August	<input type="checkbox"/>
May	<input type="checkbox"/>	September	<input type="checkbox"/>
June	<input type="checkbox"/>	October	<input type="checkbox"/>
July	<input type="checkbox"/>	November	<input type="checkbox"/>

Please read the following carefully before signing this application:

I understand that this is an application for and not a promise of volunteer opportunity. I certify that I have and will provide information that is correct and complete to the best of my knowledge.

Signature: _____ **Date:** _____

SUBMIT APPLICATION:

Mail:
 Norwich Historical Society
 307 Main Street
 Norwich, CT 06360



Email:
 Regan Miner
 NHS Consultant
minerregan@gmail.com

THANK YOU!