



Volunteer Application Form

Please complete form and deliver to:

Hearst Center for the Arts • 304 West Seerley Boulevard • Cedar Falls, Iowa 50613
319-273-8641 • Angie.Hickok@cedarfalls.com • Sheri.Huber-Otting@cedarfalls.com

Name: _____ Today's Date _____

Phone: _____ Email: _____

Current home address: _____

Day phone: _____ Evening phone: _____

Doctor's name: _____ Phone: _____

Current employer _____

Previous & present volunteer Activities: _____

Experience & training that may assist you as a Hearst Center volunteer: _____

How often are you able to volunteer? Weekly Monthly Occasionally

Please list the days and times you are interested in volunteering: _____

Please check the positions that interest you:

Garden assistant

- Weeding beds
- Sweeping the path

Tour guide

- Give tours of the Hearst Center and grounds
- Discuss current and upcoming exhibits and public events
- Discuss educational and other opportunities

Office assistant

- Cover the front desk during events
 - Answer phones
 - Handle gift shop purchases
 - Answer walk-in questions
 - Tuesday and Thursday nights as needed
 - Saturday and Sunday as needed
 - Other times as needed

-Over-

Marketing distribution

- Put up posters in the community
- Other duties as needed

Youth educational programming assistant

- Assist with outreach opportunities off site
- Classroom Organization and Maintenance
- Assists instructor with classroom activities

Preschool educational programming assistant

- Assist with Outreach Opportunities off site
- Classroom Organization and Maintenance
- Assists instructor with classroom activities

Adult educational programming assistant

- Classroom Organization and Maintenance
- Assists instructor with classroom activities

Gallery Receptions

- Assist with set up and clean up at public events
- Serving food and beverages
- Front door greeters
- Other duties as needed

Special Events

- Assist with set up and clean up at public events
- Serving food and beverages
- Front door greeters
- Other duties as needed

Other information or comments you have: _____

Office Use: BGC _____

Thank you for your interest in the Hearst! We will contact you to discuss scheduling.