



Volunteer Guide Application

For additional information, contact Vizcaya's Guiding Programs Manager
volunteerguides@vizcaya.org
Phone: 305-860-8439

Please submit your completed application via e-mail: volunteerguides@vizcaya.org
via fax: 305-285-2004

You Meet the Initial Requirements for Being a New Vizcaya Volunteer Guide if:

- You enjoy meeting and working with new people.
- You have flexibility in your schedule and can commit to an average of six (6) hours per month at Vizcaya.
- You have access to and regularly use e-mail.
- You will be at least 18 years old.
- You are comfortable with and capable of giving tours in English. While Vizcaya actively recruits Guides who speak different languages, all trainings and certifications are conducted in English.
- You attend the Volunteer Guide Open House/Information Session (TBA) and interview with current members of the Vizcaya Volunteer Guides and Vizcaya staff.

If accepted as a Vizcaya Volunteer Guide, you will need to meet the following Additional Requirements for New Vizcaya Volunteer Guides:

- Submit a one time, non-refundable training fee of \$50 prior to the start of training (training materials including publications will be yours to keep!).
- Attend all seven (7) New Guides Training Sessions (dates and time to be determined) and complete New Guide Certification (details of this process will be explained at the Open House).
- Pass a standard Miami-Dade County background check (this will be facilitated by Vizcaya staff).
- Commit to the Vizcaya Volunteer Guides for a minimum of two years upon completion of training.
- Upon completion of training and certification sign an annual Letter of Commitment and pay annual dues of \$50 to be an active Vizcaya Volunteer Guide.

Vizcaya Volunteer Guide Applicant Information:

Date: _____ E-mail: _____

Full Name: _____

Home Phone: _____ Mobile Phone: _____

Address: _____

What are your impressions of Vizcaya Museum and Gardens?

Please tell us a little bit about your current and/or previous volunteer experience.

Please tell us what interests you in becoming a Volunteer Guide at Vizcaya.

What two strengths would you bring as a volunteer to the Vizcaya Volunteer Guide program?

How will this volunteer position fit with your personal long and short term goals?

How did you learn about this opportunity?

Work Experience and Educational Background:

(Please feel free to attach a resume or other supporting documents)

Current Employment Status:

Full Time _____ Part Time _____ Self Employed _____ Not Employed/Retired _____ Student _____

Vizcaya is open to the public Daily 9:30 a.m. – 4:30 p.m. except Tuesdays, Thanksgiving and Christmas day. Tours are generally given between 10:30 a.m. and 3:30 p.m. Please indicate your availability for volunteering at Vizcaya during these hours beginning in March 2013.

Days and times available: _____

Language(s) other than English in which you would be able to give a tour:

Emergency Contact Information:

Do you have any allergies, medical conditions, or access needs that we should be aware of? If so, please specify. _____

Whom should we contact in the event of an emergency?

Name _____

Phone# _____

Relationship (optional) _____

Background Information:

All Vizcaya Volunteers are subject to a routine background check. Please provide your date of birth so we may conduct this check. This information will only be used only for internal/staff purposes.

Date of Birth – Day: _____ Month: _____ Year: _____

Please attach a photocopy of government-issued photo identification, such as a passport or driver’s license.

Type of document attached: _____

ID # _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please complete the following:

Type of Crime _____ Date of Conviction _____

Penalty Imposed _____

Commitment:

If I am selected for the Vizcaya Volunteer Guid201e Training Program I understand the above and agree to abide by the conditions as stated on this application. I also attest that the above information is true.

(Signature)

For Internal Use:

Background Check completed by:

(Name) (Title) (Date)