



Volunteer Greeter Program

For additional information, contact:

Vizcaya's Adult Learning and Engagement Manager: volunteerguides@vizcaya.org 305-860-8439

Please submit your completed application via e-mail: volunteerguides@vizcaya.org

To be considered for the Volunteer Greeter Program, one must successfully complete the entire application and screening process. The initial part of this process involves the following steps:

- Email application
- Email current professional resume or curriculum vitae (CV) to
- Email cover letter that clearly explains why you would be a good fit for the Volunteer Greeter Program at Vizcaya Museum and Gardens and outlines what characteristics would make you an excellent Volunteer Greeter.

Materials received will be carefully reviewed, and those individuals who best meet the Volunteer Greeter Program criteria will receive notifications and more detailed information regarding the next steps in the application process which may include phone and in-person interviews, as well as other experiences at the Museum.

Due to a high volume of applicants for the Volunteer Greeter Program and a limited number of openings, this application into the Volunteer Greeter Program does not guarantee acceptance. A competitive selection process is in place to ensure a high caliber of tour presentation and public representation for Vizcaya Museum and Gardens.

Expectations:

Vizcaya Museum and Gardens will provide resources and training to Volunteer Greeter Candidates on the Museum's permanent collection, visitor services skills and visitor engagement skills.

Content and training will be presented by Museum staff. An orientation session will include group discussions, multi-media presentations, and some museum-based learning.

Costs:

There is no charge to enroll in the Vizcaya Museum and Gardens Volunteer Greeter Program. There is an annual membership dues charged to Volunteer Greeters once admitted into the program.

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

- You enjoy meeting and working with new people.
- You have flexibility in your schedule and can commit to an average of four shifts (12) 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 speaking to visitors in English. While Vizcaya actively recruits Greeters who speak different languages, all trainings and certifications are conducted in English.
- You complete and submit the Volunteer Greeter application.

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

- Attend an orientation session (date and time to be determined) and complete New Guide Certification (details of this process will be explained at the Open House).
- Attend 4 annual continuing education sessions
- Pass a standard background check (this will be facilitated by Vizcaya staff).
- Commit to the Vizcaya Volunteer Guides for a minimum of one year upon completion of training.
- Upon completion of orientation and certification sign an annual Letter of Commitment and pay annual dues of \$50 to be an active member of Vizcaya Museum and Gardens and the Vizcaya Volunteer Greeters.

Vizcaya Volunteer Greeter 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 Greeter at Vizcaya.

What two strengths would you bring as a volunteer to the Vizcaya Volunteer Greeter 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 Greeter 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)