



## **Thank you for your interest in volunteering at the Rio Grande Nature Center!**

We have a wonderful community of volunteers and support staff at the park. We are happy that you are considering joining us!

There are many diverse areas where you may volunteer. We have a few simple steps that must be completed to become a Rio Grande Nature Center Volunteer.

1. All volunteers must be members of the Friends of the Rio Grande Nature Center (FRGNC or “Friends”). The membership provides you with an annual parking permit, 10% discount in the Nature Shop, 10% discount off classes, and our quarterly Bosque Tracks newsletter. Membership helps contribute toward volunteer activities, supplies and other park needs.
2. You will also need to complete and return the Volunteer Application form. Please include two references.
3. Next, your references (as listed on your Volunteer Application form) will be checked and a background check completed.
4. After steps 1-3 are completed, we will talk on the phone or in person and discuss your area(s) of interest. You will be given a NM State Parks Volunteer Handbook. We ask that you sign and return the attached NM State Parks Volunteer Agreement.
5. The New Volunteer Training is offered twice annually in February and in September. Please refer to the website for details.
6. We continue the volunteer enhancement year-round with advanced trainings, special events, and speaker sessions to keep you informed and engaged.

We are looking forward to receiving your application and discussing the exciting, fun, and enriching volunteer opportunities at the Rio Grande Nature Center!

Sincerely, Julie Henry, Volunteer Coordinator

Friends of the Rio Grande Nature Center State Park

[www.rgnc.org](http://www.rgnc.org)

Friends' Office (505)343-1373

Visitor Center (505)344-7240

Energy, Minerals and Natural Resources Department  
State Parks Division, Volunteer Program  
P.O. Box 1147  
Santa Fe, New Mexico 87504

Rio Grande Nature Center State Park  
**Attention Volunteer Coordinator**  
2901 Candelaria Road NW  
Albuquerque, NM 87107  
Phone: 505/344-7240

## VOLUNTEER APPLICATION

Rio Grande Nature Center State Park

Day Volunteer

### Personal Profile:

Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PTelephone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about volunteering with us? \_\_\_\_\_

### Preferences:

When are you typically available to volunteer?

Weekdays Weekends Mornings Afternoons Other \_\_\_\_\_

Select volunteer positions that interest you:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administrative Assistant    | <input type="checkbox"/> Gardener/Restoration    | <input type="checkbox"/> Special Events Assistant |
| <input type="checkbox"/> Visitor Center Receptionist | <input type="checkbox"/> Nature Shop Salesperson | <input type="checkbox"/> Research/Monitoring      |
| <input type="checkbox"/> Naturalist Educator         | <input type="checkbox"/> Maintenance Volunteer   | <input type="checkbox"/> Other: _____             |

### Experience: Check One:

Employed—employer/occupation \_\_\_\_\_

Student—school/major \_\_\_\_\_

Retired/not employed—Prior Occupation \_\_\_\_\_

What special skills, qualifications and experience do you have that you would like to use in a volunteer position?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Computers/Technology | <input type="checkbox"/> Landscaping            | <input type="checkbox"/> Public Speaking              |
| <input type="checkbox"/> Childhood Education  | <input type="checkbox"/> Clerical/Office Skills | <input type="checkbox"/> Presentations & Guided Tours |
| <input type="checkbox"/> Botany/Gardening     | <input type="checkbox"/> Adult Education        | <input type="checkbox"/> Working with People          |
| <input type="checkbox"/> Construction         | <input type="checkbox"/> Retail Sales           | <input type="checkbox"/> Special Programs/Events      |
| <input type="checkbox"/> Archeology           | <input type="checkbox"/> Hydrology/Water        | <input type="checkbox"/> Writing/Editing              |
| <input type="checkbox"/> Statistics/Surveys   | <input type="checkbox"/> Mechanics              | <input type="checkbox"/> Trail Maintenance            |
| <input type="checkbox"/> Carpentry            | <input type="checkbox"/> Graphic Design         | <input type="checkbox"/> Research & Planning          |
| <input type="checkbox"/> Geology              | <input type="checkbox"/> Biology/Wildlife       | <input type="checkbox"/> Other _____                  |
|   | <input type="checkbox"/> Photography            |   |

**References:**

Please provide one professional and one personal reference and their contact information

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Dates known: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Dates known: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Accommodation Requests:**

Is there anything you would like us to know about your needs or physical abilities?: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**Please be advised that the State Parks Division will perform a background check including review of Sex Offender Registries, which will be reason to reject a Volunteer Application.**

Volunteer Signature

Date

Please submit to: Rio Grande Nature Center State Park, Attention Volunteer Coordinator,  
2901 Candelaria Road NW; Albuquerque, NM 87107

Thank you for your Volunteer Application Submission. You will be contacted soon.

The State Parks Division, Energy, Minerals and Natural Resources Department does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap.

Official Use:  Approved  Rejected By: \_\_\_\_\_ Reason: \_\_\_\_\_

Have Fun

Make New Friends

Learn about the Bosque

Discover the many volunteer opportunities at the

Rio Grande Nature Center  
State Park



For more information and to register, please call  
505-344-7240.

## VOLUNTEER AGREEMENT

### Rio Grande Nature Center State Park

The undersigned wishes to participate as a volunteer in the volunteer program conducted by the Energy, Minerals and Natural Resources Department (EMNRD), State Parks Division and agrees to abide by all applicable state, federal, and local government statutes, regulations, rules, and ordinances, as well as EMNRD policies controlling the activity in which the undersigned will participate or the area where that activity will be performed.

#### Risk Management

The undersigned recognizes the Volunteer Program is not without risks, since there are risks in all jobs associated with parks, boating, and the like. The undersigned agrees to help minimize those risks by exercising reasonable judgment and due care for his/her own safety. The undersigned also recognizes he/she is a volunteer and may choose not to perform a task requested by EMNRD personnel, especially if the request goes beyond the risks the undersigned wishes to accept. The undersigned agrees not to undertake any task that EMNRD personnel have directed the undersigned specifically or volunteers in general, not to perform. The undersigned recognizes this agreement or any other agreement to perform volunteer services for EMNRD may be terminated at any time with or without cause by the volunteer, by EMNRD or its agent.

#### Insurance Coverage

The undersigned accepts he/she is not an employee and is therefore not provided with workers' compensation coverage, salary, or medical insurance. If a volunteer is injured or suffers a loss as part of the volunteer service and the state was negligent, the avenue for recovery is to make a claim to the Risk Management Division pursuant to the Tort Claims Act, NMSA 1978, § 41-4-1 *et seq.* The Tort Claims Act provides coverage for volunteers who are sued as a result of their volunteer service as long as the volunteer's actions are within the scope of his/her volunteer work with the Division.

#### State Vehicles and Insurance

The undersigned agrees he or she may operate a state vehicle in conjunction with volunteer service only if in possession of a current and valid New Mexico driver's license and if he or she completes the required Defensive Drivers Training Course in advance and has obtained prior written authorization from the PS/M for each travel occurrence. If the undersigned will be using a personal vehicle in conjunction with volunteer activities they must provide proof that the vehicle is adequately insured prior to the performance of the activities.

Volunteer Name (Please print) \_\_\_\_\_ Number \_\_\_\_\_

Address \_\_\_\_\_

In case of emergency, contact:

Name \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_

*I have read and agree to the terms of the Volunteer Agreement, as stated above. I also acknowledge that I have received a copy of the Volunteer Handbook and will abide by the Energy, Minerals and Natural Resources Department Code of Conduct, Department and Division rules and policies and procedures during my volunteer service with New Mexico State Parks.*

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_