



VILLA FINALE

The first National Trust Historic Site in Texas

VOLUNTEER STAFF APPLICATION

Please fill out this form in print and mail, fax, or deliver to:

VILLA FINALE
Attn: Volunteer Program
401 King William
San Antonio, TX 78204

PHONE :210.223.9800
FAX :210.223.9802
*Please feel free to contact Villa Finale's Senior Visitor Services
Associate at the number above or email
SSimister@savingplaces.org*

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: (____) _____ BEST TIME TO CALL: _____

NIGHTTIME PHONE: (____) _____ EMAIL: _____

Which of the following volunteer areas are you most interested in? Please rank in order if interested in more than one. **Note: positions subject to availability. All applicants subject to background check.**

Rank

	Administrative	Includes office work like filing, answering phones, photocopying, and data entry.
	Collections	Assist Manager of Curatorial Resources with maintenance of historic house and objects including specialized cleaning, object data entry and collections research.
	Guide*	Lead regular and special tours for visitors of all ages. Guides are required to complete a self-taught training course.
	Grounds	Assist Buildings and Grounds Manager with the general care and maintenance of gardens and buildings.
	Tour Staff (for self-guided tours)	Staff the first floor of Villa Finale during self-guided tours (2-hour shift). This is a sit-down position and is perfect for persons with limited mobility. Minimal training required.
	Programs and Research	Assist during special programs and events, greet visitors at the site, and/or assist Manager of Public Programs by conducting research in local libraries and archives.
	Tour Assistant*	Follow Villa Finale's Guide-led tours to provide security and assist guests with disabilities.

*** Guides and Tour Assistants may also staff self-guided tours.**

TELL US ABOUT YOU:

Why are you interested in volunteering at Villa Finale?

How did you hear about Villa Finale and our volunteer opportunities?

Do you have any training (formal schooling and/or training classes) that might benefit the volunteer program at Villa Finale?

Describe any work experience (paid and/or volunteer) you have that might benefit the volunteer program at Villa Finale.

List the clubs and organizations to which you belong. What is your involvement in each?

List your skills, interests, and/or talents as well as any languages other than English you speak fluently (may include sign language). Which of these do you feel might be useful in a volunteer program setting?

What days and hours could you generally be available to volunteer at Villa Finale? (Please circle all that apply.)

WEEKDAYS AM PM WEEKENDS AM PM ANY DAY/TIME

Do you have any medical conditions that might restrict your volunteer activities?

I understand that this is an application for, and not a commitment or promise of, a position on the volunteer staff of Villa Finale.

I certify that the information provided throughout the selection process is complete to the best of my knowledge.

Signature _____ Date _____