



Highlands Center for Natural History

Volunteer Application

Even if you are a returning volunteer, please fill this out to ensure that our records are up to date.

PLEASE WRITE LEGIBLY

Name: _____

Phone number _____

Email Address _____ Email is legible and correct? (Y) (N)

Primary Home Address (e.g, 1375 S Walker Rd, Prescott, AZ 86301)

Are you a new or returning volunteer? New Volunteer Returning Volunteer

If you are returning, how long have you been volunteering with the center? _____

Are you a Highlands Center member? I hold an active membership . I am not a member . Unsure .

Emergency Contact Name: _____

Emergency Contact Phone _____ Relationship to emergency contact _____

Relevant Background, Skills, or Experience

Please use the space below to share any relevant experience, training, or skills you bring to your volunteer service. This can include past volunteer work, professional background, hobbies, certifications, or anything else you'd like us to know.



Highlands Center for Natural History

Volunteer Interests

Please **rank up to five** roles you are most interested in by writing **1 (most preferred)** through **5** on the lines next to those roles. Leave the rest blank.

While we will do our best to honor your preferences, **the final placement will depend on your organizational needs and your skills.** Full role descriptions are available in the Volunteer Welcome Packet.

Education

- Hike and Walk Leader
- Discovery Station Leader
- Field Trip Leader
- Nature Camp Support
- Family Forest Play Support
- Adult Programs Leader
- Community Science Team Member
- Outreach Team Member
- Craft Support

Facilities and Grounds

- Discovery Gardener
- Schoolyard Habitat Gardener
- Trail Maintenance
- Technical Support
- Tech Team Member
- Forest Play Maintenance

Finance and Governance

- Committee Member (Finance, Governance, Fundraising)
- Financial Resource
- Governance Resource
- Board Member

Operations

- Admin Support
- HCNH Ambassador
- Event Support
- General

- Photography Support



Highlands Center for Natural History

Certifications

Please indicate if you currently hold any of the following. Include expiration dates if applicable.

Do you currently hold any of the following certifications?

(Write "Yes" or "No" and include expiration dates where applicable.)

- CPR Certification: _____ Expires: _____
- First Aid Certification: _____ Expires: _____
- Level One Fingerprint Clearance Card (AZ): _____ Expires: _____
- Other certifications you'd like us to know about:

- Do you have any physical limitations or accommodations we should be aware of?

Volunteer Hours for School, Court, or Other Requirements

Are you volunteering to fulfill a requirement (e.g., school, court-ordered service, etc.)?

Yes No If yes, please explain: _____

Deadline or target hours (if applicable): _____

Photo Release

I grant permission for the Highlands Center for Natural History to use photographs or videos of me taken during my volunteer activities for promotional purposes.

Yes No

Acknowledgment and Signature

I certify that the information provided is accurate to the best of my knowledge, and I understand that my placement as a volunteer is based on the organization's needs and available roles.

Signature: _____

Date: _____



Highlands Center for Natural History

About Us & Expectations

Wonder – Explore – Discover

Our mission is to help children and adults discover the wonders of nature and become wise caretakers of the land.

Our Vision

We envision a Central Highlands in which people at all stages of their lives develop connections with and learn to care for the natural world.

Our Belief

We believe that innate in everyone is a fundamental interdependence with nature. From the physical site to our programs, we dedicate ourselves to leading in environmental education.

Our Core Values

- **Wonder:** We value giving everyone the opportunity to discover and experience the awe and wonder of nature.
- **Reverence:** We respect, honor and celebrate the natural world and strive to be wise caretakers of the land.
- **Dedication:** We are committed to the mission of the Center, striving for quality in all that we do.
- **Integrity:** We uphold honesty, open communication, mutual respect and accountability in all words and actions.
- **Diversity:** The activities of the Center embrace the diversity found in the natural world, human communities, and individual perspectives.

Our Story Founded in 1996, the Highlands Center for Natural History (HCNH) is a nonprofit nature center located in the Prescott National Forest. HCNH was created from a community vision to connect people, especially children, with nature through science-based, hands-on education.

Today, we serve thousands of visitors each year through school programs, nature camps, guided hikes, family festivals, concerts, and community events. Our 80-acre campus includes the Discovery Gardens, a network of trails, outdoor classrooms, and the James Family Learning Center. These spaces support environmental education, community connection, and a lasting appreciation for the outdoors. Volunteers are essential to everything we do. Whether leading hikes, supporting events, helping with education programs, or working behind the scenes, your service directly supports our mission.

Volunteer Office Hours with the Operations Coordinator

Connor McKay, Operations Coordinator | Highlands Center for Natural History

The Operations Coordinator supports daily logistics, volunteer coordination, and the smooth delivery of programs, events, and visitor services. This role also serves as a point of contact for general volunteer questions, scheduling, role clarification, and feedback. **To provide ongoing support, Volunteer Office Hours are held every Wednesday from 1:00 to 3:00 PM.** Volunteers are welcome to drop in during this time with questions, concerns, or ideas—no appointment is necessary.

If a different time is preferred, a meeting can be arranged by emailing operationscoordinator@highlandscenter.org or by calling the front office at 928-776-9550.



Highlands Center for Natural History

Volunteer Expectations

As a representative of the Highlands Center, each volunteer is expected to:

- **Commitment:** Be dependable. Arrive on time and prepared. Notify your staff team leader if your schedule changes.
- **Communication:** Keep in touch with your staff team leader. Ask questions, clarify expectations, and share any concerns.
- **Conduct:** Treat staff, visitors, and fellow volunteers with respect. Be courteous, inclusive, and professional.
- **Safety and Responsibility:** Follow all safety protocols. Report injuries, unsafe conditions, or concerns promptly.
- **Representation:** Support the mission through your actions. Present a positive, welcoming presence.
- **Confidentiality:** Respect the privacy of visitors, volunteers, and organizational information.
- **Training and Growth:** Participate in required training and remain open to learning and growth.

We are grateful to have you on the team. Your time, energy, and passion help inspire a deeper understanding and care for the natural world.

Volunteer and Staff Roles

Volunteers and staff work together to support the mission of the Highlands Center, but their roles are distinct. Staff are responsible for managing operations and making organizational decisions. Volunteers are expected to operate within the scope of their assigned duties and follow the direction of staff.

We value the experience and insight volunteers bring and encourage you to share ideas or suggestions with your staff team leader. Clear boundaries help ensure respectful communication, accountability, and a safe, effective environment for all.

Volunteer Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to the Highlands Center for Natural History's mission, vision, core values, and volunteer expectations. I agree to support the organization's mission and uphold the principles of respect, responsibility, and engagement in all my volunteer activities. I will strive to represent the Highlands Center with integrity, contribute to a welcoming and inclusive environment, and act as a thoughtful steward of the natural world.

Name (printed): _____

Signature: _____ **Date** _____