

THEODORE ROOSEVELT 
SANCTUARY & Audubon
CENTER

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Dear Prospective Volunteer,

Thank you for your interest in becoming a part of the active volunteer program at Theodore Roosevelt Sanctuary & Audubon Center. The organization's ability to meet all of its current needs while growing to meet new goals is directly related to the involvement of volunteers like yourself. The time, energy, and experience provided by volunteers help us maintain an operating level unmatched by staff alone. Last year, many volunteers participated in activities for the sanctuary ranging from conservation research projects and environmental education to organizing events and answering the telephone.

Our goal is to help you find a role in our organization that matches both your skills and interests. This effort begins with a volunteer application and followed up with an interview to further define where to best devote your energies and lets us know exactly where you see yourself with us and what you'd like to offer.

Once we've matched you with an opportunity you enjoy, we'll introduce you to the training process. During this process you may be involved with one or many of our staff. Generally, the individual who coordinates your training will most likely be your supervisor, but certainly will not be the only staff you'll work with.

Being involved as a volunteer in one capacity does not limit you from becoming involved in other areas of the organization. Certainly there are many seasonal or temporary opportunities for which we solicit all possible volunteers for assistance. There are also many ongoing volunteer opportunities that blend with each other so well that you will be able to create a wonderfully rounded experience as a volunteer.

History of Theodore Roosevelt Sanctuary and Audubon Center

In 1919, President Theodore Roosevelt was buried in Youngs Memorial Cemetery overlooking Oyster Bay. A few years later, Emlen Roosevelt, cousin and friend to the late President, bought the twelve acres surrounding the cemetery and donated the land to the National Audubon Society to be preserved the nation's first songbird sanctuary. In 1927, the memorial fountain, designed and executed by the famed sculptor Bessie Potter Vonnoh, was dedicated in the late President's memory.

During the early years, the sanctuary was managed as habitat for songbirds. In its 80 years, however, we've grown into one of the leading environmental education organizations in the New York Metropolitan area, reaching more than 100,000 children and adults annually. Our educators teach natural science programs throughout Long Island, the City of New York, Westchester County, and Connecticut. In addition, staff and volunteers study bird populations and advocate for the protection of habitat for birds and other wildlife. We band and study migrating songbirds, conduct bird surveys, and actively consult for the management of crucial habitats.

Mission Statement

Theodore Roosevelt Sanctuary & Audubon Center is committed to building a culture of conservation and to fostering communities that value nature by providing environmental and natural science education. Dedicated to the protection of Long Island's critical habitats and promotes the conservation of avian populations through sound science and habitat enhancement.

The objectives for Theodore Roosevelt Sanctuary are specific:

- ✎ To operate and maintain a model Audubon Sanctuary.*
- ✎ To instill awareness of the interrelationship between Long Islanders and wildlife and their shared environment through dynamic, science-based education programs in schools, at the sanctuary and through seminars and hands-on experiences.*
- ✎ To conduct conservation oriented research.*
- ✎ To provide professional attention to our resident wildlife in a natural setting.*
- ✎ To respond to public environmental inquiries.*
- ✎ To provide opportunities for professional development in the field of environmental conservation.*
- ✎ To advocate for public statutes which benefit the environment.*

VOLUNTEER POSITIONS AT THEODORE ROOSEVELT SANCTUARY

Animal Care Volunteers

The Sanctuary is home to over 30 reptiles, mammals and birds of prey which are an integral part of the Sanctuary's environmental education programs. Animal Care Volunteers assist with the daily care of the Sanctuary's resident wildlife, which included Red-tailed Hawks, Great Horned Owls, and other native and non-native Raptors. Learn about their natural history, nutrition, habitat requirements, and unique hunting techniques while assisting in their daily care. Training is supervised by the Wildlife Care Coordinator. Volunteers can gain valuable experience and insight through working with our fascinating wildlife residents.

Docent (Receiving) Volunteers

Docents will be responsible for providing educational and promotional information to the public, answering questions, and leading trail tours for individuals and school groups. We ask that docents sign up for ½ - 1 full day of duty in which they will assist the per-diems and educators in regularly scheduled programs, greet visitors and provide information. Docents will be provided with training, reading assignments and a history of the organization.

Education Program Volunteers

Volunteers with experience in education or child development are selected and trained by the Education Director to assist in teaching Sanctuary programs to audiences of all ages. Programs are conducted for school, scouts, community, and family groups. Education Volunteers are required to complete a structured training to learn the contents of the Sanctuary programs, and expected to know or learn the natural histories of the permanent non-releasable wildlife, and be aware of current environmental issues. They must also have a clear knowledge and understanding of the Sanctuary's goals and mission. Finally, it is critical that Education Volunteers present themselves as environmental education professionals when presenting programs and representing the Sanctuary.

Trail Maintenance Volunteers

Theodore Roosevelt Sanctuary's 15 acres of woodland and trail systems require ongoing maintenance to keep them in top form for visitors. The sanctuary serves over 50,000 on-site visitors annually and must maintain a professional, environmentally aesthetic appearance. Depending on the season, trail maintenance volunteers are responsible for weekly raking, shoveling woodchips, pruning, sweeping, debris removal, weeding, etc.

Research Volunteers

Research takes place both at the sanctuary and at various off-site locations depending on the scope of the project. The sanctuary is involved in projects such as bird surveys at the Hoffman Center and the sanctuary, and monitoring nesting sites of several different species.

Carpentry and Trades Volunteers (electrical, plumbing, masonry)

The Sanctuary's building, aviaries, cages, and surrounding structures require continued maintenance for aesthetic and safety reasons. Projects planned for the future include building new aviaries for our resident birds of prey, creating a museum atmosphere in the sanctuary reptile room and building an outdoor structure for education mammals.

Office Support Volunteers

Paperwork seems to multiply at a rapid rate here at the sanctuary. Office support volunteers are welcome to assist in filing, recording research data, maintaining the sanctuary's library, arrange education materials, help with mailings, and many other tasks.

Special Events Volunteers

Each year Theodore Roosevelt Sanctuary sponsors several special events such as our Sanctuary Day, the Oyster Festival, and the Spring Gala. Volunteers are encouraged to assist in planning and setting up for these events. It's a great way to meet and get to know fellow volunteers and staff members!

Art Work Volunteers

If you have unique artistic talents we are always looking for ways to make the sanctuary more attractive for our visitors. Help create new education displays for use at the sanctuary or on programs, spruce up a room with murals, or set up craft projects for our young visitors.

Garden Volunteers

If you have a green thumb and enjoy planting and maintaining wildflower and butterfly gardens, then we'd love you to help us maintain our flower beds and keep the weeds at bay.

Again, thank you for your interest in the volunteer program at Theodore Roosevelt Sanctuary. If you have any questions that remain unanswered please feel free to call the Sanctuary at extension 21. Otherwise, simply fill out the attached application and return it to us. We look forward to working with you!

Sincerely,

Aaron Virgin
Executive Director

Pauline Thibault
Administrative Assistant

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“Volunteers are not paid, not because they are worthless, but because they are priceless.”

- Unknown

YES, I WOULD LIKE TO VOLUNTEER!!

Name _____ DOB _____

Address _____ City _____ Zip _____

Work Phone _____ Email Address: _____

Home Phone _____ Best time to call: _____

Type of volunteering you are interested in (please check all that apply):

| | | |
|-------------------------|-------|---------------------------------------|
| Wildlife Care _____ | _____ | Art Work _____ |
| Trail Maintenance _____ | _____ | Office Support _____ |
| Special Events _____ | _____ | Research _____ |
| Trade _____ | _____ | Docent/Visitor Rep. (Education) _____ |

If you wish to volunteer caring for wildlife, please understand that this requires substantial commitment. If you volunteer one day a week, staff, visitors and wildlife depend upon your being here each week on your assigned day.

Please list any other skills or experiences that may be pertinent to volunteering at the Sanctuary:

Availability: Weekly Monthly Seasonally

If weekly, which day is best?

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Approximate Age: must be 16 years or older (please check one):

High School _____ College _____ Adult _____ Retired _____

What do you hope to gain from your experience as a volunteer?

EMERGENCY CONTACT INFORMATION

Contact Name _____

Relationship _____

Address _____

Home phone _____

Work phone _____

Contact Name _____

Relationship _____

Address _____

Home phone _____

Work phone _____

Do you have any medical condition you feel we need to be aware of? If yes, please indicate below:

IF YOU ARE NOT 18 YEARS OF AGE OR OLDER, YOUR PARENT OR GUARDIAN MUST COMPLETE THE FOLLOWING STATEMENT AND SIGN IT.

I have read the Volunteer Policies and Procedures manual and confirm that _____ has my permission to participate as a volunteer at Theodore Roosevelt Sanctuary.

Signature: _____ Date: _____
Parent or Guardian

Staff Signature: _____ Date: _____