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## Volunteer Application Form

Please fill out this form and return it to Conservation Opportunity (CO) to apply for a volunteer (unpaid) position (If a question does not apply, type "N/A" or "NA"). You may attach this form, along with a copy of your resume, to an email addressed to Fabiola Torres at [ftorres@conservationopportunity.org](mailto:ftorres@conservationopportunity.org) and [info@conservationopportunity.org](mailto:info@conservationopportunity.org).

Conservation Opportunity is a nonprofit organization with the mission of connecting people to opportunities for professional and personal growth in environmental conservation. It has the goal of educating the public on various ways to care for the environment, including through paid and volunteer work, educational workshops, beach cleanups, habitat enhancement by planting native and endemic species, and farm work with agroforestry practices. We invite volunteers to engage with our community by joining online and in person events throughout the island and by providing various services.

After we receive your application, we will contact you and arrange for an interview (in person, on Zoom or by phone) with a member of our Staff. The information on this Form will be kept confidential and will help us find the most satisfying and appropriate volunteer project for you.

**Thank you for your interest in Conservation Opportunity!**

### I. Volunteer Information

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

### II. Background

College | Educational Institution: \_\_\_\_\_

Degree (Highest level): \_\_\_\_\_

Certifications or Technical Preparation: \_\_\_\_\_



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Skills | Special Interests | Experiences: \_\_\_\_\_

Languages Abilities: \_\_\_\_\_

Past volunteering experiences: \_\_\_\_\_

Hobbies: \_\_\_\_\_

### III. Interests

Please tell us in which areas you are interested in volunteering:

\_\_\_\_\_ **Office Tasks:** Routine office tasks on a specific day of the week.

\_\_\_\_\_ **Events:** Organizing events, fundraising, celebratory events, etcetera.

\_\_\_\_\_ **Fundraising:** Making telephone calls, writing grants or thank you notes.

\_\_\_\_\_ **Social Media:** Facebook, Instagram, X (formerly known as Twitter) or LinkedIn experience appreciated.

\_\_\_\_\_ **Education** | Develop ideas and produce materials and educational content.

\_\_\_\_\_ **Project Assistant:** Coordinate and manage project activities (Create event posters, registration, etc.), schedule virtual meetings, and assist with grant/proposal writing.

\_\_\_\_\_ **Marketing or Communications:** Writing for publications, press releases or fundraising messages. Assist in brand strategies and their implementation.

\_\_\_\_\_ **Website Developing:** Depending on your experience, this may involve updating our website or helping us implement new digital features.

\_\_\_\_\_ **Journalism:** Write news articles, prepare interview questions, follow up with potential interviewees, transfer content to WordPress, post article posters on social media, and utilize MailChimp for Newsletter.

\_\_\_\_\_ **Graphic Artist:** Creation of art/drawings that represent fauna and flora, which **inspire** conservation.

\_\_\_\_\_ **Finance and Administration Assistant:** Maintain accurate expense records for financial monitoring, and prepare documentation for auditors.

\_\_\_\_\_ **Other** (Please Specify): \_\_\_\_\_



**IV. Availability**

What days are you usually available?

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

How many hours are you available per week?

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**V. Emergency Contact Information**

Full name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Special medical needs of condition: \_\_\_\_\_

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Emergency procedures, if applicable: \_\_\_\_\_

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