

**DEWEY SHORT VISITOR CENTER
Volunteer Interview**

Applicant(s): _____ Date: _____

Interviewer: _____

Availability:

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Explain Job: Visitor center/grounds maintenance host position with full hookup 30/50 amp service. Duties include: staffing the information desk, greeting visitors, handing out brochures, answering questions, handing out children activities, informal interpretation/ education programs, picking up litter, administrative tasks, light janitorial, and ground maintenance. Schedule varies, goal of 2 on / 4 off or 3 on / 3 off.

COVID-19 Disclaimer: There is currently a federal mandate that all employees must be fully vaccinated against COVID-19. Further guidance is coming for how this applies to volunteers which may affect our conditions of employment if selected.

What type of RV will you be using? Full hookup?



1-Low 3-High

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1) Why did you decide to apply to volunteer at Table Rock Lake? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Describe your previous volunteer or work experiences relevant to this position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) When someone enters a visitor center, what do you think should happen? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) If someone tried to engage you in political conversation while on duty, what would you do? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Do you enjoy working with children? Do you have any experience? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Scenario 1 – You are working at the front desk and are in a long conversation with a visitor when another visitor comes in and stands at the desk waiting to ask a question. What do you do? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7) Scenario 2 – It's 5 minutes until we close and a family comes in who didn't hear any of the closing announcements. Two head straight for the restroom, two head for the displays and one lingers in the lobby looking around. What would you do with the visitor center closing soon?

8) Scenario 3 – Something has happened, you and another volunteer cannot see eye to eye on something. How would you work through a confrontation and move forward as a team?

9) Are you a US Citizen? Y / N

10) Will you be able to pass a background check? Y / N

11) Is there anything else you'd like to add or questions for us?

Reference: _____

Interview ___/___
Application ___/___
TOTAL ___/___

DEWEY SHORT VISITOR CENTER
Volunteer Reference Check

Applicant(s): _____ Date: _____

Reference: _____

Interviewer: _____

1) What was your working relationship with the applicant(s) and what were their duties?

2) Were you satisfied their work?

3) Did they have any conflicts with other staff?

4) Would you rehire them if you had the opportunity?

5) Explain position duties. Do you feel they are qualified for this position?

6) Do you think they would work well with children?

7) Do you see any reason why they wouldn't pass a federal background check?

8) If you were in my position, would you hire them?