

# THE NATIONAL JAZZ MUSEUM IN HARLEM

*Our Mission: The National Jazz Museum in Harlem preserves, promotes, and presents jazz by inspiring knowledge, appreciation and celebration of jazz locally, nationally and internationally.*

## RECEPTIONIST TEAM VOLUNTEER APPLICATION

Thank you for your interest in volunteering with our Receptionist Team to support the administrative needs of the organization. If you are willing to be interviewed and trained in our procedures, we encourage you to complete this application. The information will be kept confidential. Thank you for your interest in our organization and for your willingness to share your time with us!

First and Last Name: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Your Birthday: \_\_\_/\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_ Best Contact Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Best Time to Reach You? \_\_\_\_

List any special talents or skills you have that you feel would benefit the administrative side of our organization:

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Are you comfortable talking on the phone? \_\_\_\_\_ How many words per minute do you type? \_\_\_\_\_

We ask that you take / make minimal personal calls during your volunteer shift. Is this something that you believe you can adhere to? \_\_\_\_\_

### Volunteer Availability

Please Note: Office Hours are 9:30 a.m. to 5:00 p.m.

Visitors Center Hours are 10:00 a.m. to 4:00 p.m.

Number of days you are available per week: 1 2 3 4 5

Days of the week: Mon Tues Wed Thurs Fri No Preference Available Hours: \_\_\_\_\_

Please list any physical limitations: \_\_\_\_\_

What date are you available to start? \_\_\_\_\_

In case of emergency please contact:

Name: \_\_\_\_\_ Relation to You: \_\_\_\_\_

Best Number to Reach Your Emergency Contact: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

## REFERENCES

Please do not include relatives

Name	Title
Address	Organization
City/State/Zip	
Telephone #	

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**How did you learn about this volunteer opportunity?**

**Is there anything else you would like to share?**

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*As a volunteer of The National Jazz Museum in Harlem I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the National Jazz Museum in Harlem, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.*

**Signature** \_\_\_\_\_