

Newfields Volunteer Frequently Asked Questions (FAQs)

For Future Volunteers

- **I want to volunteer at Newfields. How do I apply?** Prospective volunteers must complete the Newfields Volunteer Application, found [here](#). Once the application has been submitted and accepted, applicants will receive an email with upcoming dates for an individual or group interview.
- **What are the advantages of being a Newfields Volunteer?** Newfields Volunteers are an integral part of the daily happenings and operations of the institution. As such, volunteers may take advantage of many unique opportunities of behind-the-scenes events at Newfields, continuing education, and lecture opportunities. Additionally, the Newfields Volunteer Experience offers a variety of ways to become involved in an ever-changing arts-and-nature based community. Volunteers can strengthen their résumés by serving this highly-respected institution.
- **I have never volunteered before. Am I still eligible to apply?** We welcome all levels of experience and education for those over the age of 18 to apply for the Newfields Volunteer Program. All prospective volunteers, once accepted, will complete an Orientation which includes basic Customer Service Training. If you are unsure whether you are eligible to apply, simply contact Volunteer Services.
- **I have volunteered with other organizations in the past. Should I apply?** Prospective volunteers with previous volunteer experience are particularly valued at Newfields. We invite all who are interested to apply. If you are interested in a specialized departmental opportunity, contact Volunteer Services for additional information.
- **Are there opportunities to help with children's activities?** Several Special Events and Public Programs opportunities occur throughout the year. For instance, Family and Community Days are family-friendly events which often require the help of many volunteers.
- **I prefer to serve behind-the-scenes. Are there still opportunities for me?** While the most urgent needs of the institution often require some or a greater amount of interaction with our Guests, many departments require additional administrative or specialized volunteers for ongoing projects.
- **I work full-time. Are there still opportunities for me?** Yes! Many of our volunteers work either part-time or full-time and find many opportunities to serve. Evening and weekend Special Events and Public Programs often require the aid of volunteers as they occur throughout the year.
- **What are the prerequisites to becoming a Newfields Volunteer?** All applicants must attend an individual or group interview. Those that are a match for the Newfields Volunteer Services Department will be invited to attend an orientation session, at which time they will be introduced to the institution and the Volunteer Services Department. Those looking to volunteer within a particular department of Newfields will then be passed along for a second interview with the department and, if accepted, receive additional training as required. Most positions do not require significant additional training.

- **What positions at Newfields are available to potential volunteers?** At present, the greatest current needs are:
 - Ambassadors
 - Seasonal Exhibition Information Guides
 - Orchids
 - Spring Blooms
 - Winterlights
 - Family & Community Days
 - Special Events
 - Programs

A more complete list of ongoing volunteer needs may be found [here](#).

- **I am only living in the Indianapolis area for a short time. Am I eligible to volunteer at Newfields?** Though we prefer long-term volunteers due to the amount of time and energy we invest in onboarding our volunteers, we welcome both short-term and long-term volunteers. Any prospective volunteer who is interested in becoming a short-term volunteer must simply indicate this on their application, or contact Volunteer Services directly.
- **I am very busy. Are volunteers required to serve a minimum number of hours?** We understand volunteers often have many obligations outside of the institution. Although currently there is no minimum number of hours, we do expect all volunteers to serve at least once each month, consistently throughout the year.

For Current Volunteers

- **What is Volgistics?** Volgistics is a commonly-used online platform for volunteers in many institutions. Newfields Volunteer Services utilizes this program to sign up for hours, view service history, update contact information, and log their service hours.
- **How do I log my volunteer hours?** When volunteers begin their volunteer shift, they will log in to Volgistics at any Volunteer Station iPad or computer. Once they finish their shift, volunteers will sign out of Volgistics, which in turn will log the hours they have accumulated during their shift. Volunteers that serve offsite may log their hours from home by simply logging into Volgistics and recording any appropriate hours. If volunteers have trouble finding a station or logging their hours, contact Volunteer Services for additional help.
- **Where do I go to log my volunteer hours?** Volunteers may log their hours at any of the five Volunteer Stations, which are conveniently located throughout the Newfields campus. These stations are located at the Volunteer Services Office, the Double, at the Showalter Pavilion, at the Information Desk, or in the Greenhouse.
- **How do I stay up to date on current and upcoming Volunteer opportunities and other Events at Newfields?** Volunteer Services sends weekly email updates with this information. We also invite volunteers to join the Newfields Volunteer [Facebook Page](#) to receive these and other updates. Volunteers may also find this information at the [Volunteer Web Portal](#).

- **I would like to volunteer on a regular basis. How can I do this?** Many volunteers like to schedule weekly shifts that fit their schedules. Any volunteer can do this by signing up for regularly scheduled positions found on the Volgistics calendar or contact Volunteer Services directly in order to set up a regular shift schedule.
- **I'm looking to try something new at Newfields. How can I volunteer in another role?** Volunteers can sign up for other listed volunteer opportunities on the Volgistics calendar at any time ([a complete list may be found here](#)). If a volunteer is interested in serving in other areas outside of those listed on Volgistics, please contact Volunteer Services.
- **I haven't volunteered at Newfields in a while. How can I become an active volunteer again?** Those who have already applied and completed a Newfields Volunteer Orientation may simply contact Volunteer Services to become active again. To begin signing up for volunteer opportunities, log into Volgistics to view a calendar of current volunteer needs.
- **I have enjoyed my time volunteering at Newfields thus far and would like to become more involved. What options are there for me?** Volunteer Services has recognized that many volunteers have certain skill sets and expressed interest in serving in volunteer roles which require additional training. Any volunteer interested in becoming a Lead Volunteer must please contact Volunteer Services for more information.
- **How do I find more information on serving at Special Events?** Volunteers receive weekly updates on Special Events that require additional volunteers. You can also find these and further upcoming opportunities on the Volgistics calendar.
- **What are Volunteer Appreciation Events?** We offer Appreciation Days to celebrate our volunteers' efforts during special events hosted by Volunteer Services. These events occur several times throughout the year.
- **How do I find out more about Volunteer Appreciation Events?** Volunteer Services invites Newfields Volunteers via email and Volgistics notifications to upcoming events to celebrate and appreciate the efforts given each day by our volunteers. You may also visit the Volunteer Web Portal for more information and updates on further special opportunities for Newfields Volunteers.

Newfields Volunteer Services Opportunities (Current)

Affiliate Volunteer Services

- Alliance of the IMA
- Asian Art Alliance
- Contemporary Art Society
- Design Arts Society
- Fashion Arts Society
- Horticultural Society

Department Volunteer Services

- Academic Engagement / Education
- Administrative Office Support
- Audience Engagement / Education
- Audience Research & Evaluation
- Conservation
- Conservation Science Lab
- Curatorial
- Development / Membership
- Docent Program
- Finance
- Guest Services Office Assistant
- Horticulture Society Library
- Human Resources Office Assistant
- Information & Technology
- Installation
- Internship Program
- Interpretation, Media and Evaluation
- Library
- Marketing & External Affairs
- Museum Store
- Photography
- Registration
- Rights and Reproductions
- Volunteer Services Office Assistant

Guest Services

- Ambassador
- Lilly House

Horticulture

- Art and Nature Park
- Bulbapalooza! - Spring Blooms Planting
- Garden Volunteer: Horticulture
- Greenhouse
- Miller House and Garden
- The Westerley Project
- Vegetable Garden

Special Events & Public Programs

- Day of Flight
- Family & Community Days
- Films
- Indy Do Day Volunteer
- Mini Golf Volunteer
- Music & Performance
- Offsite Events
- Perennial Premiere
- Plant Sales
- Special Events
- Talks & Workshops
- Youth Programs

Tours

- Docent Tram Tour
- Garden Guide
- Garden Guide Shadow
- Group Tour Ambassador
- Tram Tour Driver

Volunteer Services

- Activity Space
- Guest Experience
- Information Guide
- Lead Volunteer
- Volunteer Appreciation
- Winterlights Installation Preparation
- Winterlights Installation Preparation Lead