

GRAND JUNCTION VISITOR & CONVENTION BUREAU
740 Horizon Drive, Grand Junction, CO 81506 (970) 244-1480

VOLUNTEER APPLICATION FORM

Basic Information

Date of Application: _____ Name: _____
Birthday (month/day): _____
Mailing Address: _____
City: _____ Zip: _____
Home phone: _____ Cell phone: _____
Work phone: _____ Email address: _____

Emergency Contact Information

Name: _____ Relationship: _____
Home Phone: _____ Work phone: _____

Shift Preference

Are you willing to work:

Weekdays Yes No

Evenings Yes No

Saturdays Yes No

Sundays Yes No

What day of the week do you prefer to work?: _____

Background

Work/volunteer history for the past 5 years: _____

List your computer experience: _____

What languages do you speak, read, or write? _____

Special skills, interests, or talents you would like us to know about:

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Tourism is Grand Junction's #1 business. Our economy is greatly impacted by the number of visitors we encourage to come to visit, how long they stay, and if they enjoy themselves enough to return in the future.

The Visitor Center's goals are to provide outstanding hospitality and accurate information to all visitors who walk-in or call-in to our Center with the goal of encouraging them to stay longer and to make their stay enjoyable.

To meet these goals it is important that every Information Specialist put forth the effort to read the material in the Center, familiarize themselves with the reference material provided, and attend training sessions and tours. Additionally, all Information Specialists must be a good listener so they clearly understand what the visitor wants.

The position of Information Specialist requires a considerable amount of reading, some computer work searching the internet, and a great deal of verbal communication (listening and speaking) are needed. During the slow season, a great deal of sitting may be involved. During the busy season, a great deal of walking may be involved. Some reaching is required, but almost no heavy lifting. Each new volunteer receives orientation and then several hours of training and shadowing with an experienced volunteer.

The work shifts average 3-4 hours per week once you are on a regular schedule. Most volunteers begin on an on-call basis to cover for vacationing or sick regulars. It may take a year or more before being placed on a regular schedule. The Center is open from 8:30 AM to 5:00 PM during the slow season, and 8:30 AM to 8:00 PM during the busy season. The Center is open 7 days a week, 362 days a year, closing for Thanksgiving, Christmas, and New Year's Day.

The Visitor Center provides monthly training in the form of classes and educational tours to areas of interests to tourists. There is also a monthly Volunteer Newsletter with updated tourism information and news about their coworkers. On the second Tuesday in September we host a Volunteer Appreciation Banquet.

When a volunteer's situation or priorities change, there are programs for long-term leave and a change to emeritus status which allows a volunteer who has completed a certain number of service hours to withdraw from a regular work schedule but remain eligible for the newsletter and the Volunteer Appreciation Banquet.