

Volunteer Application



Volunteer Application

INTEREST FORM

First Name _____ Last Name _____

Organization (if applicable) _____

Address _____ City/State/Zip _____

Phone _____ Email _____

Personal Information (circle one)

Gender: Male Female T-Shirt Size _____ Date of Birth _____

Physical Limitations: Yes No (please explain below)

Primary area of interest: (check all that apply)

_____ Internship _____ Youth Camps/Afterschools _____ Special Events _____ Maintenance

_____ Nature/Outdoor Education Programs Other (explain) _____

_____ Youth Sports Program Coaches

Volunteer availability: (circle all that apply)

Site Desired _____ Number of days per week: 1 2 3 4 5

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

In an emergency, contact:

First Name _____ Last Name _____

Address _____ City/State/Zip _____

Phone _____ Email _____

Photography Waiver

I permit the City of Burlington to use and publish photographs and/or video of me and/or my children for purposes of promoting recreation activities to the community.

Signature of Volunteer

Date

Signature of Parent/Guardian if Volunteer under 18 yrs.

Date

Have you been a participant in Burlington Recreation & Parks programs in the past? **Yes** **or** **No**
If yes, which program(s)? _____

Have you volunteered for Burlington Recreation & Parks previously? **Yes** **or** **No**
If yes, which program(s)? _____

Why do you want to volunteer? _____

Briefly describe what experience/special skills you bring to the area which you are seeking to volunteer?

Will your volunteer hours be used for class requirements? **Yes** **or** **No**
If yes, give a brief description of the requirements that must be met: _____

Have you ever been convicted of a misdemeanor or felony? **Yes** **or** **No**
If yes, please explain: _____

References

Please provide contact information for three people who know you well and whom you have known for at least three years. These may be adults who know you from school, church, jobs, sports, or community activities. If possible, list people who have seen you interact with children. Do not list any family members as references.

Name of Reference	How does this person know you?	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

*****Requirement for New Volunteers*****

Please attach a Letter of Recommendation from a teacher, youth pastor, coach, or any other non-relative.

Signature of Volunteer _____
Date

Signature of Parent/Guardian if Volunteer under 18 yrs. _____
Date

Signature of Staff _____
Date



VOLUNTEER AGREEMENT

Volunteer Guidelines & Waiver

Name of Volunteer: _____

The position of volunteer shall abide by the mission of the Recreation & Parks Department

Scope of Services & Responsibilities

✓ **The Volunteer is to provide the following services on behalf of the City or on City Property:**

- (see "Volunteer Responsibilities") _____
- _____
- _____

- ✓ Shall perform tasks/duties as discussed and assigned by staff supervisor.
- ✓ Shall work at days and times mutually agreed upon and convenient for both the volunteer and staff supervisor.
- ✓ Must exhibit appropriate appearance and act in a professional manner.

Training

- ✓ Must attend presentation/orientation for volunteer project.
- ✓ With some exceptions, may use power and/or motorized tools only with training or demonstration of skills.
- ✓ Must complete a volunteer worksheet, which records volunteer hours and provides feedback to the Recreation & Parks Department.
- ✓ Less than 18 years of age must have parental consent and pre-arranged adult supervision.

Volunteer Status

- ✓ As a Volunteer you shall perform the services without compensation and shall not be considered an employee, agent, or representative of the City. Volunteers are not entitled to employee benefits of any kind, including but not limited to, unemployment, workers' compensation or retirement benefits.

Waiver of Liability

- ✓ Volunteer is aware of the risks involved in the activity described herein and understands that such activity may lead to serious bodily harm or even death. Volunteer hereby accepts and assumes these risks and hereby agrees to release the City from any and all claims for loss and damages of any kind that may arise from the performance of duties and services or any other activity for the City.

Termination

- ✓ The volunteer's services may be terminated at any time by either party.

Amendment or Modification

- ✓ The Volunteer's status as a volunteer cannot be amended or modified except by another written document duly executed by the City and the Volunteer.

Failure to follow contract provisions could result in exclusion from future volunteer opportunities.

Volunteer opportunities offered by the Burlington Recreation & Parks Department range from very passive to very strenuous activities. The Department strives to give competent training and instruction and to properly supervise all volunteers. Every effort will be made to keep all facilities and equipment in a safe, workable condition. It is the volunteer's responsibility to inform the supervisor of any situation that may cause injury to oneself or to others, including, but not limited to, defective equipment, illness/fatigue, inability to master a skill, health status that may affect volunteering, etc. If an accident should occur while volunteering, the supervisor should be informed; however, the injured party is responsible for all financial obligations incurred in this process including ambulance and subsequent treatment expenses.

I, as a volunteer for the Recreation & Parks Department, am signing this verifying that I have read and understand my responsibilities as a volunteer.

Volunteer Name

Address

City/State/Zip

Phone

Email

Signature of Volunteer

Date

Signature of Parent/Guardian if Volunteer under 18 yrs.

Date

Signature of Staff Supervisor

Date



YOUTH PROGRAMMING & SPECIALIZED RECREATION SERVICES INFORMATION

Important Youth Programming Rules & Regulations, Responsibilities, & Consequences

Rules & Regulations:

- Never hit a child, pick them up, or let them sit on your lap. Do not put your hands on the children (automatic termination).
- Always be with your group and where you can see your entire group. Volunteers should be spread out among the children. Children go nowhere without a counselor. Always have a bathroom monitor.
- Never tell a child to “shut up”; use quiet signs. Make it fun to be quiet.
- Staff and volunteers must never inflict corporal punishment of any kind or use improper language to a child, parent or staff member.
- Treat the children equally and be consistent and fair to each child. Be positive and always think safety.
- Staff and volunteers must never engage in gossip concerning a child, a child’s family or another staff member. Focus on the positive and team work.
- Always arrive on time (or early) with a smile, lots of energy, and a positive attitude each day.
- Be a good role model in terms of behavior, appearance and treatment of others. (see Dress Code)
- Problems or grievances should be taken up with the director rather than discussing them with other staff or volunteers. The director is there to make your day run as smoothly as possible. Be professional, and work as a team, being supportive of the director.
- No alcohol, drugs, or smoking. Be a good role model for the children and volunteers.
- No fast food permitted during work hours, demonstrate healthy eating habits. At school sites, the teachers’ lounge is off limits to everyone. Staff and volunteers may only eat when children eat during program hours, unless medically necessary.
- Always leave the facility clean and locked when closing each day. Remember to keep the equipment and storage closets clean and organized.
- Staff or volunteers should never buy or sell anything to or from a camper nor loan money to a camper.
- Visitors & Personal Phone Calls: Please remind friends, staff and volunteers who are not working, “visitors” are not allowed at our programs during operational hours. Visitors will need to be addressed by the director if the staff or volunteer they are visiting does not inform the visitor of this policy. Personal phone calls are not permitted during work hours. No personal phone calls unless it is an emergency. The phone on site is for business use only. **Volunteers are not allowed to have cell phones at Youth Programming Division programs.**
- Please let the director know what hours you are available to volunteer at least a week in advance.

Dress Code

- If you have been provided a Volunteer Shirt, please wear it. At certain events you may be asked to wear khakis as well to be uniform with other staff. Be professional and ready to play!
 - Do not physically alter your shirts. (i.e. with markers, dye, or scissors)
 - Please be aware of your actions and representation of the department if wearing your shirt after work hours in public and/or on social media.
- Please make sure you are coming to your site dressed appropriately. Wear clothes you do not mind getting dirt, paint, etc. on each day.
- Shorts and shirts should not be revealing in any way. Shorts should be fingertip length.
- If wearing yoga pants or leggings, bottoms must be covered by a shirt, etc.
- Undergarments should never be exposed.
- **Low cut shirts exposing cleavage are not allowed.** Please wear crew cut shirts only.
- **Sturdy tennis/athletic shoes should be worn every day.** Boots, Sanuks, Chacos, sandals, slides, Sperrys, and flip flops are not allowed to be worn while working with children in our programs.
 - Exceptions: flip flops at the pool or wearing boots in wet conditions such as lake and stream activities

Volunteer Responsibilities:

- Help watch children and keep them safe
- Help clean up (wash tables, sweep, take out trash, etc.)
- Be nice to the kids and each other
- No horse playing
- LISTEN to the counselors, bus drivers, and directors
- Make sure you are spread out (not together talking, etc.)
- Do not EVER put your hands on the children (automatic termination)
- Do not talk back or be rude or disrespectful to anyone. Be a positive role model!
- Help counselors by getting equipment and putting it up when done
- Do not talk about inappropriate topics, use inappropriate language, or gossip about other campers, volunteers, or staff
- Respect each other and others around you
- Volunteers are not allowed to put kids in time out or handle discipline
- Must attend staff meetings and participate in training sessions when requested
- Arrive at your site on time and in the event of illness or family emergency, call the site director as much in advance as possible. Let your director AND counselors know your vacation dates.
- Come dressed appropriately each day

Consequences:

- 1st offense – a verbal warning and conference with parents
- 2nd offense – suspension for 1 week
- 3rd offense – termination

Keep the children excited about coming to our youth programs each day. Always be polite, professional, positive, and helpful. Have fun and work as a team to keep the program running smooth and safe!

**Youth Programming Division
Important Rules & Regulations, Responsibilities, & Consequences for Volunteers
ACKNOWLEDGEMENT OF RECEIPT**

By signing below, I verify that I have received a copy of the IMPORTANT RULES & REGULATIONS, RESPONSIBILITIES, & CONSEQUENCES FOR VOLUNTEERS and reviewed the information.

I understand and agree to the policies and procedures therein and accept the volunteer position.

Volunteer Name

Signature of Volunteer

Date

Signature of Parent/Guardian if Volunteer under 18 yrs.

Date

Signature of Staff Supervisor

Date

**Parent/Guardians of Summer Day Camp, Summer Specialty Camp, & Afterschool Volunteers under 18 years of age will need to also complete the program's Registration Form.*



AUTHORIZATION FOR BACKGROUND CHECK (FOR AGE 16 & OLDER) Recreation Department – City of Burlington

The information contained in my application for employment with the City of Burlington is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or related documents which is deemed material by the City of Burlington shall result in the City of Burlington not employing me or, if employed, terminating my employment. I understand and agree that all information furnished in my application and all attachments may be verified by the City of Burlington or its authorized representative. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give the City of Burlington all information relative to such verification and hereby release such individuals, organizations and the City of Burlington from any and all liability for any claim or damage resulting therefrom. I hereby acknowledge that I have been informed by the City of Burlington that the City of Burlington may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record, drug testing and criminal convictions or arrest records if allowed, in order to assist the City of Burlington in making certain employment decisions. I further acknowledge notification by the City of Burlington that reports may be provided to the City of Burlington by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge the City of Burlington, its affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against the City of Burlington, its affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations.

****PLEASE PRINT****

Name (First, Middle, Last) _____ Date of Birth: (MM/DD/YYYY) ____/____/____

Maiden Name or other names used (First, Middle, Last): _____

Social Security #: _____ Driver's License Number: _____ State: _____

Current and previous address(es). ***PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS.***
(Use extra page if necessary)

CURRENT Address: _____ From: ____/____/____ To: ____/____/____
City, State, Zip: _____ County _____

PREVIOUS Address: _____ From: ____/____/____ To: ____/____/____
City, State, Zip: _____ County _____

PREVIOUS Address: _____ From: ____/____/____ To: ____/____/____
City, State, Zip: _____ County _____

PREVIOUS Address: _____ From: ____/____/____ To: ____/____/____
City, State, Zip: _____ County _____

Applicant Signature: _____ Date: _____