



VOLUNTEER...The Best Things in Life are Free! As a volunteer, you are joining the Parks and Recreation Division at a very exciting time. We have over 90 beautiful parks in Orange County with amenities that appeal to guests of all ages. A wide range of recreation facilities offer baseball, football, softball, swimming and soccer. Adult, youth and pre-school athletic programs, and after school activities enrich family lifestyles. Plus, six brand new state-of-the-art gymnasiums bring professional and amateur sport teams to Orange County where our own youth and adult leagues can be part of the action.

Orange County Parks and Recreation encourages individuals, companies, civic groups, and neighborhood associations to volunteer their time at the park of their choice. Rewarding experiences and great friends are made while beautifying parks, maintaining natural areas, or working with our neighborhood youth in one of our exciting sports programs such as basketball, football, swimming or soccer. Opportunities to mentor youth in one of our after school programs, assist staff with summer camps, coordinate activities for senior programs, or even help with setting up special events are all ways where you can get involved with your community park.

BENEFITS OF VOLUNTEERING

- Upon the conclusion of each season, two volunteer coaches per team can receive a refund for one of his/ her own child/children.
- Upon request, student volunteers can receive a letter documenting all of their community service hours spent with the STARS program.
- Volunteers will receive special training, identification, recognition for all of their contributions to the community.
- Knowing that you were part of someone's sense of achievement, a sense of community, and development of Florida's future through its youth, appreciation for nature and sport, and good health.

INSTRUCTIONS FOR SUBMISSION

To become an Orange County Parks and Recreation Volunteer, you must complete the following Volunteer Application and Background Screening Request Form. Forms must be turned in directly to the park/site at which you wish to volunteer for approval. No volunteer application will be processed without approval from the park/site. Once the application has been processed and the background screening is cleared, you will be issued a volunteer photo ID which must be renewed annually.



**ORANGE COUNTY GOVERNMENT
HUMAN RESOURCES DIVISION**

Social Security Number Collection Disclosure Statement

Pursuant to Section 119.071(5), Florida Statutes, Orange County Government is requesting your social security number (SSN) for one or more of the following purposes: to comply with federal laws requiring the County to report income and SSNs for all employees and eligible retirees to whom it pays compensation; to maintain internal identification and to track records for use in administering payroll, tax reporting and benefits processing; to verify employment status, history and eligibility; to conduct background checks and drug test screening.

Orange County Government is dedicated to ensuring the proper handling of confidential information relating to its employees and to ensuring their privacy.



VOLUNTEER AGE

Minimum age for un-chaperoned volunteers is 16. If a child under the age of 16 would like to volunteer for any of our programs, they must be accompanied by their parent or legal guardian at all times during their volunteer work. Parent accompanying minors may also need to complete a Background Screening Request Form.

Minimum age for volunteer coaching positions is 18. Parks Management will approve based on the perceived maturity level and ability to operate under high stress environments.

VOLUNTEER AGREEMENT

Name of Volunteer: _____

Volunteer Position: _____

Location: _____

Supervisor: _____

Date Available to begin service: _____

Thank you for becoming part of a great team of people Serving Together Achieving Recreational Success. We are counting on each other... can you agree to:

1. Volunteer Service

- ___ Arrive on time to my work place.
- ___ Meet my commitments, because someone is counting on me.
- ___ Sign Volunteer Service log sheet each day.
- ___ Be courteous to staff, members of the public, and other volunteers.
- ___ To maintain our high standards and mission "*To Provide and Preserve Quality Parks and Recreation for All*"

please...

- Complete a Registration/Release form;
- Attend mandatory coaches meetings for youth sports programs;
- Attend training sessions offered by Parks and Recreation;
- Check the refund box on the application form;
- Remain with the team for the duration of the season;
- Turn in completed coach evaluations from parents;
- Turn in equipment at the end of the season;
- Turn in Volunteer Photo ID at the conclusion of the season;
- Be reliable in fulfilling your part of any work agreement;
- Seek and accept the guidance and support needed to complete assignments;
- Present a positive public image that speaks well of the park or facility and the Parks & Recreation Division;
- Actively participate as a team member with others on the staff; and
- Abide by the basic operational and safety rules that exist at the park or facility.

2. Safety

- ___ Immediately report all accident or personal safety incidents to the assigned staff or Supervisor.
- ___ Wear appropriate safety and personal protection equipment.

3. Communicate

- ___ Notify my supervisor or staff when I will no longer volunteer or can not report as scheduled.

Name (Print): _____ **Signature:** _____

Date: _____

Site Copy
July 2012

VOLUNTEER POSITION DESCRIPTIONS

First Name: _____ M.I.: _____ Last Name: _____

Choose from one of the following:

___ Youth Sports Coach: To organize and administer all aspects of the program for the assigned sport, working with all staff to provide a quality program and encourage student athletes and parents in both athletic excellence and good sportsmanship.

___ Administrative Assistant: This position consists of clerical work, which involves moderate to complex office skills such as making copies, data entry, greeting guests, answering phones and other duties as assigned.

___ After School Mentor / Tutor: Take the lead in supporting a young person , serve as a positive role model, strive for mutual respect, build self-esteem and motivation, assist student in areas where he or she needs help, help set goals and work toward accomplishing them.

___ Special Events Volunteer: This position consists of assisting Recreation staff with the registration of participants, setting up and breaking down of necessary equipment, completing surveys, and other duties as assigned.

___ Summer Camp Volunteer: This position consists of assisting camp staff, setting up and breaking down necessary equipment, overseeing youth at play, organizing sports equipment, and other duties as assigned.

___ Park Beautification Volunteer: Assist Staff with ongoing park beautification projects.

___ Campground Host: Assist in campground public relations, events and activities, perform light maintenance and janitorial, and serve as initial point of contact for afterhours and overnight camper emergencies.

List three references (may be from previous jobs):

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Volunteer Application

4801 W. Colonial Drive
Orlando, FL 32808
Telephone: (407) 836-6200

Please Print Legibly

First Name: _____ M.I.: _____ Last Name: _____
Address: _____ City: _____
State: _____ ZIP: _____ Cell Phone: _____
Fax#: _____ Home Phone: _____ Work Phone: _____
Email Address: _____
Emergency Contact Name and Number: _____

Education: High School or GED Some College 2 Yrs of College
 Windows Access Excel
 Outlook PowerPoint Word Typing _____ WPM
 Child Development Association CPR First Aid

Driver's License:

Operator CDL A CDL B CDL C
 Spanish Portuguese Sign Language Other (Specify): _____

Any Physical or Health Restrictions (*Specify*): _____

Please list any relevant volunteer or work experience: _____

Availability: Start Date: _____ Number of Hours Per day: _____

Schedule available each week. Indicate time available each day:

_____ Sunday _____ Monday _____ Tuesday _____ Wednesday
_____ Thursday _____ Friday _____ Saturday

If applying to coach, please list position and season for which you are volunteering.

Park Site: _____

Position: _____ Preferred Player Ages: _____

Sport: _____ Season: _____

Declared "friend" player (coaches may request one "friend" player be assigned to his/her team once that player has completed registration): _____

ORANGE COUNTY PARKS AND RECREATION DIVISION
Background Screening Request Form

Applicant Name (Please Print): _____
Last
First
Middle

Please List All Other Names You Have Used: (i.e. Alias, Maiden)
 1. _____ 2. _____

Social Security Number: _____ - _____ - _____ (Required) Date of Birth: _____ / _____ / _____ (Required)
Month
Day
Year

Race: Black White Hispanic Asian/Pacific Islander American Indian Other **Sex:** Male Female

Present Address (No P.O. Box addresses): _____ Phone# _____
 City: _____ State: _____ Zip: _____

Have you ever been convicted or arrested of a MISDEMEANOR or FELONY other than minor traffic violations and/or placed on probation, fined or given a suspended sentence in court? Include any convictions by military trial and any criminal charges which you are awaiting trial. List all cases other than minor traffic violations. Driving under the influence, reckless, and/or hit-and-run charges are not minor traffic violations. Your fingerprints may, at some point, be sent to State and Federal agencies and all service will be subject to satisfactory review of any criminal convictions. PLEASE NOTE: A full disclosure by you is to your advantage, as your record does not constitute an automatic bar to service. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION. YES NO

I understand the above information is true and will be utilized to determine eligibility for employment or providing a service with Orange County Parks and Recreation Division.

Applicant Signature
Print Name
Date

In order to provide a safe and secure atmosphere for our community, all volunteers, employees, contractors, participants, and volunteers of youth program partners utilizing county owned fields and facilities will be screened. The Parks and Recreation Division will incur all costs of the background screenings. All information received from the background check applications and reports will be used for the purpose of determining applicant's eligibility as an employee, contractor, volunteer or participant with Orange County Parks and Recreation, and with the youth association that uses Orange County Parks and Recreation facilities. All arrests and convictions will be examined in order to determine whether the incident is related to the volunteer position. In these situations eligibility determinations are based on a minimum of the last five years.

- Eligibility Criteria** NO Student Intern, Contractor, Casual labor, Volunteer or On Call Applicant will be accepted who has been:
- A. Arrested or convicted of any crime involving sexual misconduct with or against a minor.
 - B. Arrested or convicted for any type of violent crime.
 - C. Arrested or convicted of any crime involving illegal drugs or alcohol
 - D. Arrested or convicted of child abuse or domestic violence.

For Volunteers Only: If a volunteer is turned away and desires to appeal the decision, the process is as follows:

- **For volunteers applying with Orange County Parks and Recreation:**
Any volunteer applying to work with Orange County Parks and Recreation programs that is turned away based on the background screening may appeal to the Division's Assistant Manager for reconsideration to volunteer. The volunteer must be willing to discuss with Orange County Officials his (her) record(s). Should the individual be reconsidered, the Division Officials can request in writing for an appeal hearing before the appropriate Division Appeal Committee for reconsideration.
- **For volunteers of youth associations utilizing Orange County Parks and Recreation facilities:**
The Parks and Recreation's Activities Office will notify the league president with a list of all volunteers denied because of failure to meet the Division's criteria. The president of the league may appeal to the Activities Committee on behalf of the denied volunteer. In each instance, with written acknowledgement of County's denial and written acceptance of all liabilities and risks, the league president may override the County and allow volunteer to participate.

Category(Check one): Employment Vendor Instructor Volunteer Returning Volunteer

The Orange County Parks and Recreation Division reserves the right to make changes to the Background Screening Eligibility Criteria whenever deemed necessary for the safety and protection of our community without notification to the applicant.

ADMINISTRATION USE ONLY	
Site Location: _____	
Site Supervisor Approval: _____	
Program Manager Approval: _____	
Program: _____ Season: _____	
Receive Date: _____	

REVISED
07/12

Admin Copy

HUMAN RESOURCE USE ONLY	
Receive Date: _____	
Submission Date: _____	
Retrieval Date: _____	
Results: Pass Fail Date: _____	