



**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 96 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.



**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.

To become an Orange County Parks and Recreation Volunteer you must complete the following Volunteer Application and Background Screening Request Form. Forms can be turned in to the site at which you wish to volunteer. Parent accompanying minors may also need to complete a Background Screening Request Form. Once the application has been processed and the background screening is cleared you will be issued a volunteer photo ID.

## RECREATION 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 our 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 protection wear.

### 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

## **VOLUNTEER AGE**

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## **VOLUNTEER POSITION DESCRIPTIONS**

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.

### **Please List Position and Season for which you are volunteering.**

**Sport:** \_\_\_\_\_

**Season:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Season:** \_\_\_\_\_

**Park:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Choose a location where you are willing to volunteer, If more than one location is given, please list in order of preference. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you want to volunteer at this particular site? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any relevant volunteer or work experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact Name and Number: \_\_\_\_\_

\_\_\_\_\_

**Availability:** Start Date: \_\_\_\_\_ Number of Hours Per day: \_\_\_\_\_

Number of Hours per week: \_\_\_\_\_ Indicate days available:

\_\_\_\_ Sunday    \_\_\_\_ Monday    \_\_\_\_ Tuesday    \_\_\_\_ Wednesday

\_\_\_\_ Thursday    \_\_\_\_ Friday    \_\_\_\_ Saturday

# Volunteer Application



## Human Resources Section

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: \_\_\_\_\_  
SSN#: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Education:

- High School or GED     Some College     2 Yrs of College  
 4 Yrs of College     Some Graduate Work     Graduate Degree     PHD

### Special Skills: Typing \_\_\_\_\_ WPM

Computer Applications: (Check all that apply)

- Windows     Access     Excel  
 Outlook     PowerPoint     Word

### Child Care:

- Child Development Association

### Driver's License:

- Operator     CDL A     CDL B     CDL C

### Other Languages:

- Spanish     Portuguese     Sign Language     Other (Specify): \_\_\_\_\_

- CPR     First Aid

Any Physical or Health Restrictions (*Specify*): \_\_\_\_\_

Forward to Human Resources/Athletics

List three references (may be from previous jobs):

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Have you ever been convicted 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 for which you are awaiting trial. List all cases other than minor traffic violations. (Driving under the influence, reckless or hit-and-run 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. HOWEVER, FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION.

Yes  No

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Parent/Legal Guardian Signature (if under 16):

\_\_\_\_\_

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 (circle one) Black White Hispanic Asian/Pacific Islander American Indian Other \_\_\_\_\_ Sex: Male Female

Present Address (No P.O. Box addresses): \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

It is the highest priority of the Orange County Parks and Recreation Division to ensure the safety and well being of all citizens. In order to provide a safe and secure atmosphere for our community, all employees, contractors, participants, volunteers, 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. Thank you for your support and cooperation in this very important matter.

- 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.

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.

Categories(Check one): [ ] Employment [ ] Vendor [ ] Instructor [ ] Volunteer

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 (hers) 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, via certified letter, the league president with a list of all volunteers denied because of failure to meet the criteria standard's set by the division. The president of the league may then appeal to the Activities Committee on their behalf. The committee will then review the information and make a final ruling. A list of volunteers, who did not appeal or were denied appeals, will be sent to the league president making them aware of the volunteer's denial. The League president will then notify volunteer coaches that they are not eligible. At no time will the reason for denial be disclosed to the league president.
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 a parent or legal guardian at all times during their volunteer work. Staff will not be considered a chaperone and the rule of three shall always be followed.

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.

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 \_\_\_\_\_

ADMINISTRATION USE ONLY
Site Supervisor Approval: \_\_\_\_\_
Program Manager Approval: \_\_\_\_\_
Site Location: \_\_\_\_\_
Receive Date: \_\_\_\_\_ Position: \_\_\_\_\_
Date Submitted to Athletic Section: \_\_\_\_\_

REVISED
07/10
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ATHLETIC OFFICE USE ONLY
Receive Date: \_\_\_\_\_
Submission Date: \_\_\_\_\_
Retrieval Date: \_\_\_\_\_
Results: [ ] Pass [ ] Fail Date: \_\_\_\_\_