



City of Green Cove Springs, Florida



City of Green Cove Springs Volunteer Packet

Thank you for considering one or more of the City of Green Cove Springs' Volunteer Opportunities. Volunteering offers the chance to give something back to your community or make a difference to the people around you. Volunteering is a great way to meet people and build new friendships and connections in your community. Volunteering can strengthen, expand and polish your skills.

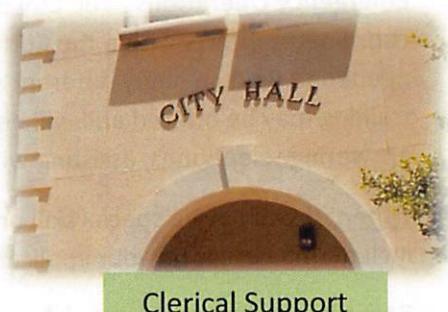
Enclosed in this packet, you will learn how to apply for one of our volunteer opportunities and be able to explore what is available for you to consider. Carefully read the contents of the Volunteer Packet, follow the steps for submitting your paperwork, and then your request will be processed as quickly as possible.



EOC



Special Events



Clerical Support



Parks & Recreation

Send Completed Applications to:

City of Green Cove Springs – HR Dept., 321 Walnut St., Green Cove Springs, FL 32043

djones@greencovesprings.com or kburton@greencovesprings.com

City of Green Cove Springs Volunteer Program Overview

The City of Green Cove Springs governmental operations are such that there are several occasions that volunteer opportunities become available in various city departments throughout the year. In addition to department specific volunteer needs, there are other occasions volunteers are needed. For example, City sponsored Special Events, City Emergency Operations, Parks and Recreation functions, and other City Special Projects.

To categorize volunteer opportunities, some of the volunteer assignments may be classified as follows:

Clerical: From time to time, the City requires assistance of a clerical worker, receptionist, or office worker to help with light typing, mail sorting, telephone assistance or other clerical duties. Knowledge of basic office machines is helpful for this type of volunteer assignment. Computer knowledge is a desired skill for some assignments.

Special Events: The City sponsors special events throughout the year. Volunteers are needed to assist with many different tasks which may include assisting with set up, decorations, distribution of materials, and any other assigned duties based on needs. Of course, there are many different special events during the year, so volunteer assignments may vary on a case by case basis. A list of approved and eligible volunteers will be collected for referral throughout the year, and volunteers will be contacted and given advanced notice when volunteers are needed.

Augusta Savage Arts & Community Center: Teach classes, coach athletic teams, lead groups and provide tutoring and mentoring to children in our community.

Emergency Operations: The City of Green Cove Springs has an emergency operations program in place that coordinates efforts within the Community in the event of a local, state or national emergency. Volunteers are needed to work in many different roles depending on the specific emergency. In some circumstances, free training may be offered and will be provided by the City. Assignments may vary from handing out bottled water, answering telephones, assisting with debris cleanup or whatever need arises based on the emergency event.

Other: If you have a special skill or talent that you would like to volunteer to share with the community, please include the details on your application under this category.

Regardless of the area you wish to volunteer your time and service, you must agree to follow these required steps to be approved to become an eligible volunteer. Volunteers will need to:

1. Complete and submit a Volunteer Application;
2. Agree to participate in a thorough background investigation (includes references);
3. Sign a Volunteer Release of Liability Form;
4. Sign a Volunteer Code of Conduct;
5. Attend Volunteer Orientation;
6. Attend Safety Orientation (may be more than one depending on volunteer placement);
7. Track Hours of Volunteering in Host Department.



Volunteer Application



INSTRUCTIONS: Careful and thorough completion of this application is an important step in the City's consideration of individuals for volunteer assignments. Resumes are not accepted in lieu of the fully completed application. Please type or legibly print your responses in blue or black ink. Please notify the Human Resources Department if you require an accommodation to complete this application.

Personal Information

Last Name: _____

First Name: _____

Middle Initial: _____

Address: _____

Street

City

State

Zip

Phone Number: _____

Driver's License Number: _____

Please answer the following questions by checking [✓] yes or no. Please provide an explanation as appropriate. You may use a separate sheet of paper if needed.

1. Do you live within the city limits of Green Cove Springs? [] Yes [] No
2. In any civilian or military court, have you ever been convicted of any crime, pled guilty or no contest to any crime whether adjudication of guilt was withheld or not, or entered into any pretrial diversion program? [] Yes [] No

Please Note: An affirmative response is not an absolute bar to volunteering. The nature, job-relatedness, severity and date of the offense in relation to the volunteer job will be considered. If "yes", please explain the circumstances, including: (1) date of offense; (2) date of conviction, guilty or no contest plea, and/or entry into pretrial diversion program; (3) location; and (4) jurisdiction:

3. Have you ever been sued for damages in any civil proceeding for battery, assault, false imprisonment, or for any other type of intentional wrong? [] Yes [] No If "yes", please explain the circumstances:

4. Have you ever been employed by The City of Green Cove Springs? [] Yes [] No If yes, give dates:

5. Are you willing to participate in a thorough background check? [] Yes [] No

[✓] the Volunteer Area or Areas of Interest

[] Office or Clerical Tasks – *I want to work with:* _____

[] Special Events – *I want to:* _____

[] Augusta Savage Arts & Community Center – *I want to:* _____

[] Emergency Operations – *I want to:* _____

[] Other – *I have a Special Skill and I want to:* _____

SPECIAL SKILLS, APTITUDES AND QUALIFICATIONS: List details of all skills, aptitudes, and qualifications relevant to the position(s) for which you have applied.		EDUCATION	Did you Graduate?
Typing? [] Yes [] No Speed: wpm	Shorthand? [] Yes [] No	High School or GED	
List Computer Experience:	Speed Writing? [] Yes [] No	College	
Office Machine(s) You Can Operate:		Graduate School	
Equipment You Can Operate:		Vocational School	

Please describe any relevant experience for the volunteer opportunity(ies) you are interested in:

PERSONAL REFERENCES In order to complete your application, we require three (3) personal references. You are responsible for providing correct and complete information for reference verifications. **Please do not include relatives as references.**

Name and Occupation	Address	Telephone Number

PLEASE CAREFULLY READ BEFORE YOU SIGN THE VOLUNTEER APPLICATION

I certify that each answer to the questions in this application and all other information provided by me is true and correct to the best of my knowledge. I understand that any misrepresentations of facts shall be considered as a basis for rejection of my volunteer application or discharge if accepted. I authorize the City of Green Cove Springs Human Resources to verify information in this application and to contact the references provided in my application. I understand that a background screening will be conducted as it applies to the volunteer assignment in which I have expressed an interest and I give my consent to the same. In the event that more extensive background information is required, that cost may be my responsibility. I agree to abide by and comply with all rules, regulations, policies and practices of the City of Green Cove Springs Government and with all procedures established for Program Volunteers.

Applicant's Signature: _____ Date: _____

Printed Name: _____

Return completed application to:

City of Green Cove Springs
Attn: Human Resources Department
321 Walnut St.
Green Cove Springs, FL 32043

Volunteer Code of Conduct

I, _____ (printed volunteer name), as a volunteer of The City of Green Cove Springs, understand that I am volunteering to perform volunteer work and agree to the following:
Initial along-side each point to acknowledge:

- I agree to conduct myself in a caring, professional, and compassionate manner.
- I understand that I am expected to adhere to the guidelines outlined here and that failure to do so may result in my dismissal as a volunteer.
- I agree to treat all people, animals, and property with respect and consideration regardless of the circumstances.
- I will demonstrate an attitude of helpfulness and kindness in interactions with all others.
- I will not misrepresent myself to others and will adhere to established policies and procedures.
- As a Volunteer, if I do not know the answer to a question, I will find someone that does and will not assume to know what to say. I understand the importance of answering questions correctly as well as the damage that can be caused by providing erroneous information.
- I acknowledge that I must faithfully carry-out all approved volunteer services and must not impede the proper work of The City of Green Cove Springs.
- I will keep personal safety and the safety of others as first priority.
- I will report to the volunteer supervisor or manager any safety concerns in an effort to help create a safe and productive work environment.
- I will immediately report any injuries or accidents I am involved in or witness immediately to the volunteer supervisor or manager. I will immediately report any injuries to myself or others in order to promote a safe working environment.
- I will not attempt to perform any tasks in which I have not been both trained and/or approved to perform.
- I will dress appropriately for the work performed as a volunteer. If I am issued a shirt, I am expected to wear the shirt while volunteering.
- I understand that as a volunteer, if any violation of these guidelines occurs that my volunteer opportunity may be terminated without notice.

Signature of Volunteer Applicant

Date

Volunteer Release of Liability

I, _____ (printed volunteer name), in consideration of being permitted to participate as a volunteer for The City of Green Cove Springs, hereby release and hold harmless The City of Green Cove Springs, its employees, representatives, agents, Council, volunteers, staff, insurance carriers, and managers from any and all liability, direct and indirect, and all claims, rights, demands, lawsuits, actions, expenses, damages, or causes of action, which I or my heirs, personal representatives, successors, assigns or anyone claiming by, through or under me may have now or in the future, in the event I am injured or killed while performing as a volunteer.

I fully understand that this release includes, but is not limited to any claims, rights, demands, actions, causes or actions, expenses and damages, whatsoever which may arise from any injury, act or omission, caused, occasioned or contributed to, actually or allegedly, by the negligence, sole or concurrent, of one or more of the parties released herein.

I acknowledge that I have read, fully understand and voluntarily agree to this Release and that no verbal inducements apart from this release have been made to me.

Signature of Volunteer Applicant

Date

Signature of Human Resources

Date

Volunteer Email Address (Please print clearly)

My Contact Address

My Phone Number

Emergency Contact Name

Phone Number

2nd Emergency Contact Name

Phone Number