

Parks & Leisure Services Department Volunteer Manual





Parks & Leisure Services Department

Our Vision

“Helping make El Paso County a great place to live and play.”

Our Mission

Our department will enhance the quality of life in El Paso County by:

- *Acquire, develop, maintain, and preserve regional parks, trails and open space*
- *Provide responsible resource management for open space lands characterized by unique natural environments*
- *Provide natural and cultural history interpretation, education, and information services*
- *Produce major community events and festivals that celebrate our heritage and culture*
- *Provide and manage tourism destinations and experiences*

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Section 1 - Introduction

Citizens who volunteer their time and talents are valuable assets to the El Paso County Parks & Leisure Services Department (hereafter referred to as El Paso County Parks Department). We encourage constructive participation of groups and individuals in our volunteer programs, to perform appropriate tasks under the direction and supervision of our Parks staff. Some community volunteers (i.e. advisory board and committee members) do not work under the direct supervision of staff. However, they work closely with the Parks Director and staff to ensure communication and cooperation with all Park activities. The El Paso County Park Advisory Board and Fair Advisory Board members believe that community volunteers enrich our programs, promote a positive environment, and improve our community relations. These volunteers range from a Nature Center Docent Volunteer to Adopt-A-Park sponsors. Presently, we have approximately 2000 individuals contributing 11,500 volunteer hours annually. (\$215,000 of volunteer value)

It is our goal to administer a volunteer program that is user friendly and offers a wide variety of opportunities. The volunteer may benefit in the following ways:

- The opportunity to assist with providing quality parks, trails and open space in our community
- Helping others experience the significant benefits of parks, trails and open space
- Reducing our department's reliance on paid staff, and in turn, conserving tax dollars
- Serving as a model to all citizens that we need to "give back" to our community
- The opportunity to expand park programs and special events in our community
- Learning new skills and meeting new people

Guidelines Administration

The El Paso County Park Advisory Board endorsed the volunteer manual at their regular board meeting on _____. A staff committee consisting of the following individuals will be responsible for updating the manual in January of each year: Leisure Services Division Manager, Community Outreach Coordinator, Special Events Coordinator, and Administrative Services Division Manager. The Community Outreach Coordinator is responsible for updating and distributing the manual and the overall administration of the volunteer program.

Section 2 - Publicizing Volunteer Opportunities

The El Paso County Parks Department will publicize volunteer opportunities using the following methods. The Community Outreach Coordinator, Special Events Coordinator, Leisure Services Division Manager and Administrative Services Division Manager will be responsible for updating volunteer information.

- Department website
- Seasonal brochures
- Volunteer forms and opportunities will be posted on the website
- Program flyers
- Presentations made to local service groups
- Press releases to local media outlets
- A volunteer section will be included on program evaluations
- Posting on the Volunteer Pikes Peak community involvement website (Nonprofit Center of Excellence and Pikes Peak United Way)
- Press releases and notices to the El Paso County Public Relations Liaison.

Section 3 - Volunteer Opportunities

<u>Position</u>	<u>Responsibilities</u>	<u>Dates</u>
Administration / Customer Service	Assist with general administration, light bookkeeping, and customer service at Park Headquarters.	Year round
Nature Center Docent	Assist with Nature Center Programs 40 hour commitment in a calendar year	Year round
Community Outreach / Marketing Assistant	Assist with outreach coordination, website and department marketing pieces.	Year round
Adopt-A-Park Sponsor	Opportunity to partner with the County in providing the beautification of our parks, trails and open space.	Year round
Special Event Assistant	Event set-up / clean-up, crowd control, event management	Year round
Park Improvement Projects	Contact Park Maintenance Services Division Manager or Community Outreach Coordinator	Year round

Section 4 - Volunteer Opportunities



EL PASO COUNTY PARKS VOLUNTEER OPPORTUNITY

Volunteer Opportunity: Park Improvement Volunteer

Division: Park Maintenance

Supervision: Park Maintenance Services Division Manager
(or designee)

Summary of Duties and Responsibilities

The volunteer will assist the Park Maintenance Division with small park improvement projects. He/she is under the general supervision of the Parks Supervisor of the assigned district.

Essential Duties and Responsibilities

Volunteers in this position will be responsible for, but not limited to, trash pickup, weeding, planting, raking, and minor improvement projects.

- Ability to interact well with the public and Parks staff
- Demonstrating enthusiasm for county parks and programs
- Ability to perform a variety of physical tasks

The physical demands described are representative of those recommended by a volunteer to successfully perform the essential functions of this opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer is frequently required to sit, talk and listen. The volunteer is often required to walk, use hands to operate, find, handle, or feel objects, tools, or controls and reach with hands and arms. The volunteer must occasionally lift and/or move up to 50 pounds.



EL PASO COUNTY PARKS VOLUNTEER OPPORTUNITY

Volunteer Opportunity: Administrative / Customer Service Assistant

Division: Administration

Supervision: Administrative Services Division Manager
(or designee)

Summary of Duties and Responsibilities

The volunteer will assist the administration staff with phone calls and general office duties. He/she is under the general supervision of the Administrative Services Division Manager.

Essential Duties and Responsibilities

- Volunteers in this position will be responsible for, but not limited to, answering the front desk phone, transferring calls, customer service, light bookkeeping or other minor projects.
- Duties will be assigned based on skills and past work or volunteer experience.
- Ability to interact well with the public and Parks staff
- Demonstrating enthusiasm for county parks and programs
- Ability to use standard office equipment and current Microsoft and other computer software
- Ability to perform a variety of administrative and physical tasks

The physical demands described are representative of those recommended by a volunteer to successfully perform the essential functions of this opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer is frequently required to sit, stand, talk and listen. The volunteer is often required to walk; use hands to operate, find, handle, or feel objects, tools, or controls and reach with hands and arms. Specific vision abilities by this job include close vision and the ability to adjust focus.



EL PASO COUNTY PARKS VOLUNTEER OPPORTUNITY

Volunteer Opportunity: Special Event Assistant/Program Assistant

Division: Leisure Services

Supervision: Leisure Services Division Manager
(or designee)

Summary of Duties and Responsibilities

The volunteer will assist the Parks Department with the general administration of special events, educational classes or program. He/she is under the general supervision of the respective Leisure Services staff member.

Essential Duties and Responsibilities

- The assistant will complete tasks assigned by the respective Leisure Services staff member. The tasks may include general program supervision, assist with special event set-up and take down, and other miscellaneous duties.
- Ability to interact well with the public and Parks staff
- Demonstrate enthusiasm for county parks and programs

The physical demands described here are representative of those recommended by a volunteer to successfully perform the essential functions of this opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer is frequently required to sit, talk and listen. The volunteer is often required to walk, use hands to operate, find, handle, or feel objects, tools, or controls and reach with hands and arms. The volunteer must occasionally lift and/or move up to 25 pounds. Specific vision abilities by this job include close vision and the ability to adjust focus. The noise level in the work environment may be high.



EL PASO COUNTY PARKS VOLUNTEER OPPORTUNITY

Volunteer Opportunity: Community Outreach / Marketing Assistant

Division: Leisure Services

Supervision: Community Outreach Coordinator

Summary of Duties and Responsibilities

The volunteer will assist the Community Outreach Coordinator with the general administration of the volunteer program, Adopt-A-Park Sponsors, fundraising and marketing.

Essential Duties and Responsibilities

- The assistant will complete tasks associated with volunteer and sponsor programs, and fundraising
- Design and create marketing brochures, flyers, advertisements, etc.
- Duties will be assigned based on skills and past work experience.

- Ability to interact well with the public and Parks staff
-
- Demonstrate enthusiasm for county parks and programs
-
- Ability to use standard office equipment and current Microsoft and other computer software
-
- Ability to perform administrative and physical tasks

The physical demands described are representative of those recommended by a volunteer to successfully perform the essential functions of this opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer is frequently required to sit, stand, talk and listen. The volunteer is often required to walk; use hands to operate, find, handle, or feel objects, tools, or controls and reach with hands and arms. Specific vision abilities by this job include close vision and the ability to adjust focus.



EL PASO COUNTY PARKS VOLUNTEER OPPORTUNITY

Volunteer Opportunity: Adopt-A-Park Sponsor

Division: Leisure Services

Supervision: Community Outreach Coordinator

Summary of Duties and Responsibilities:

Volunteers are encouraged to visit their adopted area once per month for minor cleanup activities. Volunteers are required to complete a park cleanup during the months of April and September.

Essential Duties and Responsibilities

- Complete and return an inspection checklist documenting the date, number of volunteers, and hours worked for each visit
- Groups shall provide “No Compensation Acknowledgment” waivers for all volunteers
- Groups will provide their own transportation and tools as necessary to accomplish the requirements of the adoption
- A designated Group Leader will be required for each organization to serve as the liaison with the Community Outreach Coordinator
- Ability to interact well with the public and Parks staff
- Demonstrate enthusiasm for county parks and programs
- Individuals or community organization group located in El Paso County
- An adult must supervise groups with members under the age of 18

The physical demands described are representative of those recommended by a volunteer to successfully perform the essential functions of this opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer is frequently required to sit, talk and listen. The volunteer is often required to walk, use hands to operate, find, handle, or feel objects, tools, or controls and reach with hands and arms. The volunteer must occasionally lift and/or move up to 50 pounds.



EL PASO COUNTY PARKS VOLUNTEER OPPORTUNITY

Volunteer Opportunity: Nature Center Docent

Division: Leisure Services

Supervision: Leisure Services Division Manager
(or designee)

Summary of Duties and Responsibilities

Volunteers are nature center members and members of the El Paso County Parks Naturalist Docent Organization who volunteer a minimum of 40 hours per calendar year. Trained nature center members are able to volunteer without the 40 hour commitment.

Essential Duties and Responsibilities

- The volunteer will complete tasks assigned by the respective interpretive staff member. Positions include: Visitor Information Specialist, Environmental Education Program Leader, Exhibit Room Host and General Group Program Leader. The tasks may include program supervision, assist with special event set-up and take down, and other miscellaneous duties.
- Ability to interact well with the public and Parks staff
- Demonstrate enthusiasm for our visitors and programs

The physical demands described here are representative of those recommended by a volunteer to successfully perform the essential functions of this opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer is frequently required to sit, talk and listen. The volunteer is often required to walk, use hands to operate, find, handle, or feel objects, tools, or controls and reach with hands and arms. The volunteer must occasionally lift and/or move up to 25 pounds. Specific vision abilities by this job include close vision and the ability to adjust focus. The noise level in the work environment may be high.

Section 5 – Volunteer Application Process

El Paso County Parks Department recruits and hires volunteers who are committed to their community and are looking for an opportunity to give back.

Each volunteer applicant will complete a “Volunteer Application Form” and / or “No Compensation Acknowledgement Form”, and have a personal interview with the Division Manager or Designee of the division. References will be verified if volunteer and Park staff desire to proceed with the selection process.

Each Volunteer Applicant may be required to complete background check authorization forms and submit to physical exam and / or drug testing.

After successfully passing all required background checks and medical testing, the applicant will be notified and an orientation date will be determined with the Community Outreach Coordinator.

Volunteer Application Form / No Compensation Acknowledge Form

An application and / or waiver form must be completed by each volunteer or group.

Drivers Checks

A driving background check may be required for some volunteer assignments. A volunteer must pass this check to be given an assignment involving the operation of motor vehicles.

Background Checks

A background check will be required for all volunteer assignments that require supervision of children prior to final acceptance into our volunteer or nature center docent programs.

Section 6- Volunteer Rights and Responsibilities

Volunteers are viewed as an important resource of the El Paso County Parks Department, its staff, and its patrons. Volunteers have the right to be given meaningful assignments, the right to be treated as equal co-workers, and the right to effective support. Volunteers have the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to perform their duties to the best of their abilities. They will remain loyal to the goals of El Paso County Parks Department and operate according to its procedures.

Section 7 - Volunteer Policies & Procedures

This manual explains our policies and procedures. It will help you understand how to carry out your duties and give the best service to The El Paso County Parks Department. This manual is also designed to assist you in answering questions you may have regarding operations.

Non-Discrimination Policy

It is the policy of the El Paso County Parks Department that there will be no discrimination or harassment in its programs, activities or employment based on race, color, gender, sexual preference, marital or parental status, religion, national origin, age, mental or physical disability. Questions or concerns related to affirmative action, nondiscrimination or equal opportunity should be directed to the Administrative Services Division Manager.

Disability Policy

El Paso County Parks Department welcomes volunteers with disabilities. El Paso County Parks Department complies with the Americans with Disabilities Act. In an effort to accommodate any needs you may have, please contact the Administrative Services Division Manager.

Volunteer Support

You will be assigned to work with a staff member who will provide support and supervision. The staff member will provide on-the-job training and serve as a direct link between the volunteer and the rest of the staff. The number of hours volunteers work is based on their assignments.

Limitations on Volunteer Service

Volunteers serve El Paso County Parks Department patrons at the sole discretion of the Parks Department. Volunteers may leave El Paso County Parks Department at any time. Volunteers are asked to notify their support person two weeks before leaving when at all possible. The staff appreciates your time, talents and interest; and knows that changes will occur.

Recruitment of Minors

Volunteers under the age of 18 must have the written consent of a parent or guardian before volunteering. The volunteer duties assigned to a minor will comply with all appropriate laws and regulations on child labor.

An El Paso County Park employee who is directly responsible for the project should be on the premises (in case of an emergency).

Special permission must be given and adult supervision will be required for groups or individuals under the age of 14 who wish to serve in a voluntary capacity for El Paso County Parks. (Cub Scouts, etc)

On-The-Job Training

Besides our formal training procedures, volunteers receive on-the-job training to help them with information and tools to perform their duties. On-the-job training may be provided by your support person or a qualified volunteer.

Absenteeism and Punctuality

All volunteers play a vital role in meeting the mission of El Paso County Parks Department. We expect all volunteers to be on time and arrive when expected. If you are unable to arrive for your regular time, please contact the Community Outreach Coordinator or designated staff member at least two hours prior to your start time, or as soon as possible.

Illness

Do not come to work if you are ill. Call in as soon as possible, preferably 24 hours in advance, so that we can find a substitute for your position.

Dismissal

Volunteers may be dismissed at any time for violations of agency policy or procedures as defined in this manual.

Identification

Some volunteers will receive a volunteer identification card, depending upon your duties. You should carry this card on all volunteer assignments and show it when appropriate. Your identification card is required if you are operating an El Paso County Parks vehicle. If an identification card is needed, please contact the Administrative Services Division Manager who will make the arrangements.

Dress Code

All volunteers must wear appropriate clothing. Clothing that advertises alcohol, drugs or other inappropriate activities or places are not allowed. Clothing should reflect your performance and your duties. Generally office volunteers wear "business casual" attire and field volunteers wear clean jeans and shirt. The Community Outreach Coordinator will provide information upon acceptance to the volunteer program.

Solicitation

Volunteers may not solicit or distribute literature during work hours.

Smoking

It is the policy of the El Paso County Parks Department to have and provide a smoke-free, healthy, and safe indoor work environment. Therefore, smoking is prohibited indoor Parks facilities. Volunteers who smoke must do so only outdoors and away from buildings and / or structures.

Drug and Alcohol Use

El Paso County has a zero tolerance drug and alcohol policy. Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into the El Paso County Parks Department facility under any circumstances.

Conflict of Interest

An El Paso County Parks Volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. They will not ask for or receive for themselves or for a member of their household, directly or indirectly, any moneys or gifts from patrons. Any person having a financial, personal or work related conflict of interest may not serve as a volunteer with El Paso County Parks Department.

Theft

Theft or pilferage of cash or property by a volunteer member is a serious offense and should be reported. Theft negatively affects not only our ability to deliver services, but also the trust upon which our staff structure is based. Theft is cause for immediate dismissal, and could be grounds for criminal charges.

Access to Program Property and Materials

As appropriate, volunteers shall have access to agency property and materials necessary to fulfill their duties and shall receive training in the operation of any equipment. Property and materials shall be used only when directly required for agency purposes.

Telephone Usage

The phones at El Paso County Parks Department are business phones. Please limit the number and duration of personal phone calls. Long distance phone calls are only allowed in the execution of your job functions and with prior approval or direction. Volunteers may be assigned an El Paso County Parks Department cell phone for use only while at work.

Child Abuse, Sexual Abuse, Physical, Mental, or Sexual Harassment

Volunteers witnessing child abuse, sexual abuse, physical, mental, or sexual harassment is encouraged to report it immediately to their support staff person, the Parks Department Administrative Services Division Manager, or the El Paso County Parks Director. El Paso County has zero tolerance for and will vigorously prosecute any such incidents. If you have questions regarding what constitutes abuse or harassment, please contact the Parks Department Administrative Services Division Manager.

Safety

Volunteers are responsible for:

- Supporting efforts to promote safe working conditions and habits
- Making full use of safety equipment and safeguards provided for assigned tasks
- Immediately report all unsafe work conditions to their support staff person, the Parks Administrative Services Division Manager or the Parks Director

News Media

If the news media contacts you regarding County Parks business please refer them to the Parks Supervisor.

First Aid Kit

There is a first aid kit located at each facility. Remember the location of the kit. An accident may require the immediate use of its contents. If you are not familiar with basic first aid procedures, your supervisor would be happy to review these procedures with you. Blood borne pathogen kits are available at each first aid station.

Emergency Plan

In a life threatening emergency or with any accident tell your support person or Parks Supervisor immediately. Remain calm. In case of emergency call 911. Follow their instructions precisely while you await their arrival. Be prepared to give the location address and phone number, your name, and the nature of the emergency.

In the event of a fire or other emergency requiring the evacuation of the building, remain calm. Assist other staff in notifying patrons and helping to direct them out of the building safely and quickly. Your personal safety is our number one priority.

Section 8 - Volunteer Tracking

To demonstrate the effectiveness of the volunteer program, the County Parks Department will track the number of volunteers and their hours on a monthly basis. The Community Outreach Coordinator will compile this information and include it on the monthly report to the Park Advisory Board.

Section 9 - Volunteer Evaluation

Upon the completion of service, the volunteer and his/her supervisor will be asked to complete an "Evaluation Form" (see appendix). This process allows us to continue to make improvements. We appreciate your feedback. A copy of the evaluation form will be submitted to the Community Outreach Coordinator with the original kept in the volunteer's service file.

Section 10 - Volunteer Recognition

The volunteer's supervisor will send a letter of acknowledgement to the volunteer following the completion of the program / activity. El Paso County Parks will award a "Volunteer-of-the-Year" award at the December Park Advisory Board Meeting. A section is on the Parks website under volunteers acknowledging volunteer activities and the "Volunteer-of-the-Year".

**El Paso County Parks
Volunteers Guidelines**

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El Paso County Parks
Facility Information

El Paso County Nature Centers:

<i>Bear Creek Nature Center:</i>	
<ul style="list-style-type: none"> • 140,000 visitors annually • 650 nature programs • 100 Docents provide over 4,000 volunteer hours 	
<i>Fountain Creek Nature Center:</i>	
<ul style="list-style-type: none"> • 70,000 visitors annually • 400 nature programs • 70 Docents provide over 2,500 volunteer hours 	

El Paso County Parks Facilities:

<i>Bear Creek Regional Park:</i>	
<ul style="list-style-type: none"> • 575 acres • 7 miles of trail • 3 playgrounds • 8 tennis courts • 8 pavilions 	<ul style="list-style-type: none"> • 3 multi-use fields • Off-leash Dog Park • 2 volleyball courts • Basketball courts • Community garden
<i>Fountain Creek Regional Park:</i>	
<ul style="list-style-type: none"> • 461 acres • 2 miles of trails • Playgrounds • Multi-use courts 	<ul style="list-style-type: none"> • 5 pavilions • 2 playfields • Willow Springs Ponds
<i>Clear Spring Ranch:</i>	
<ul style="list-style-type: none"> • 930 acres • 6 miles of trails 	<ul style="list-style-type: none"> • 1 picnic shelter • Leased from Colorado Springs Utilities
<i>Fox Run Regional Park:</i>	
<ul style="list-style-type: none"> • 417 acres • 4 miles of trail • 2 playgrounds • 5 shelters 	<ul style="list-style-type: none"> • 3 playfields • Volleyball courts • Wedding gazebo • Nordic center
<i>Black Forest Regional Park:</i>	
<ul style="list-style-type: none"> • 240 acres • 6 miles of trail • Playground 	<ul style="list-style-type: none"> • 2 pavilions • 2 playfields • 2 tennis courts

Palmer Lake Recreation Area:	
<ul style="list-style-type: none"> • 29 acres • Playground 	<ul style="list-style-type: none"> • Shelter • New Santa Fe Trailhead
Homestead Ranch Regional Park:	
<ul style="list-style-type: none"> • 454 acres • 3 miles of trail • Playground 	<ul style="list-style-type: none"> • Playfield • 2 pavilions
Paint Mines Interpretive Park:	
<ul style="list-style-type: none"> • 757 acres • 4 miles of trails with interpretive signs 	<ul style="list-style-type: none"> • Incredible vistas and scenery • Preservation of unique and geological features

El Paso County Fairgrounds:

<ul style="list-style-type: none"> • 40 acre site • 20 buildings including 50,000 square feet of indoor facility space 	<ul style="list-style-type: none"> • Hosts annual County Fair attracting over 22,000 participants • Hosts over 100 community events
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Neighborhood Parks:

Widefield Park:	
<ul style="list-style-type: none"> • 34 acres • Playground 	<ul style="list-style-type: none"> • Basketball court • Frisbee disc golf course
Stratmoor Hills Park:	
<ul style="list-style-type: none"> • 2 acres • Playground 	<ul style="list-style-type: none"> • Basketball court

Regional Trails: Trails are multi-use and support walking, running, bicycling, and horseback riding.

<ul style="list-style-type: none"> • Fountain Creek – 10 miles • Santa Fe Trail – 16 miles • Rock Island trail - 9 miles

Open Space Areas:

<ul style="list-style-type: none"> • Christian Open Space – 70 acre site in Fountain • Kane Open Space – 440 acre site, 3 miles east of Fountain • Pineries Open Space - 1,040 acre site in Black Forest • Manitou Section 16 – 640 acre site • Black Forest Section 16 – 640 acre site • Peyton Pines Open Space – 48 acre site in Peyton • Forest Green Open Space – 15 acre site near Peyton
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El Paso County Parks
Volunteer Resources

Pikes Peak Workforce Center

AARP – Senior Community Service Employment Program

Volunteer Pikes Peak

Colorado Springs Utilities

Helping Hands is a weekly column in the Gazette that looks at the accomplishments, needs and programs of Pikes Peak area nonprofits.

Military Groups

Senior Centers

Community Centers

UCCS

CC

PPCC – Natural Resources, Biology Departments

Regis University

CSU – Pueblo

Alumni Organizations at Colleges

Retired Teachers

High Schools

Corporations

Churches



**El Paso County Parks & Leisure Services Department
Volunteer Application Form**

Name: _____ Date: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____ Email: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Educational Background: (Please check one) High School / GED Some College
 College Degree Advanced College Degree

Please list name of school and degree earned: _____

Work Experience: (Beginning with most recent or last)

1. Company or Organization	Dates	Position
Duties:		
2. Company or Organization	Dates	Position
Duties:		
3. Company or Organization	Dates	Position
Duties:		

Previous Volunteer Experience: (Beginning with most recent or last)

1. Company or Organization	Dates	Position
Duties:		
2. Company or Organization	Dates	Position
Duties:		

References:

1. Name	Phone #	Years Known
2. Name	Phone #	Years Known

Skills, Hobbies, Interests, and/or Career Goals:

Check Days and Times Available:

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

What volunteer positions interest you? (Please check all areas your are interested in)

Administration / Customer Service
 Nature Center Docent
 Adopt-A-Park Sponsor
 Community Outreach / Marketing
 Special Events
 Park Improvement Projects

Why do you want to volunteer for El Paso County Parks Department?

What would you like to learn or gain as a park volunteer?

Signature: _____ **Parent/Guardian:** _____
 (IF UNDER 18 YEARS OF AGE)

If you have any questions, please contact the Community Outreach Coordinator at 719-520-6384 or send e-mail to dananordstrom@elpasoco.com. (El Paso County Parks Department will also consider special projects and internships.)



**Volunteer Work Agreement
 “No Compensation Acknowledgement”**

THE UNDERSIGNED PERSON (the "Volunteer") hereby acknowledges intent to volunteer for the El Paso County Parks and Leisure Services Department. The Volunteer freely and unconditionally waives and releases El Paso County and any and all of its elected officials, employees, representatives and agents and their successors and assigns (the "County") from all liability to the Volunteer, he /she personal representatives, assigned heirs and next of kin for any and all loss or damage and any resulting claims of demands due to injury to the person or property or death of the Volunteer, whether caused by the negligence of the County or otherwise. The Volunteer further agrees to defend, indemnify and hold the County harmless from and against any and all liabilities, demands, claims, damages, suits, judgments and decrees, and court awards including costs, expenses and attorneys' fees, on account of injuries to or death of any person or persons or damage to any property arising out of or related to the Volunteer's intentional or negligent acts, errors or omissions for the duration of the Volunteer's participation. This release is binding upon the Volunteer's heirs, executors, administrators, agents, liability insurers and assignees and shall be interpreted in accordance with Colorado law. The Volunteer represents that he/she is covered by worker's compensation insurance or adequate medical insurance.

The Volunteer understands that he / she is not an employee of El Paso County, its agents or Departments and agrees that he / she will not receive any compensation or benefit nor be eligible for any coverage under the Colorado Workers Compensation Act.

Dated this _____ day of _____, 20_____

Print Name	(Print Name of parent or guardian if minor)
Signature	(Signature of parent or guardian if minor)
Street Address	City, State, Zip

Emergency Contact	Relationship
Emergency Contact Telephone Number	

Group / Organization (if applicable):

Volunteer Location:	Activity:
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Please list all personal equipment the Volunteer plans to use on the reverse of this form.



**EL PASO COUNTY PARKS & LEISURE SERVICES DEPARTMENT
VOLUNTEER AUTHORIZATION TO SUPPLY INFORMATION**

Volunteer Applicant's Name _____

Current Address _____

City, State, Zip Code _____

Date of Birth _____

Position Applying for _____

In the event I am offered a volunteer position by El Paso County Parks & Leisure Services Department, I hereby authorize the person, agency or institution listed below to supply information requested by El Paso County (EPC) concerning my volunteer application and to allow the inspection and reproduction of records pertaining to me by any duly authorized representative of EPC. ***I HEREWITH RELEASE THE PERSON, AGENCY, OR INSTITUTION FROM ANY AND ALL LIABILITY TO ME FOR SUPPLYING SUCH INFORMATION.***

Name of source information:

- Background Information Services, Inc.
- Educational Institution (fill in name of institution(s): _____)

This authorization is given only in connection with its use by El Paso County and the Department or Office in which you are applying. This authorization shall continue in force for 2 months, unless rescinded earlier in writing to the EPC Parks & Leisure Services Department, 2002 Creek Crossing Street, Colorado Springs, CO 80906.

I understand all information collected and maintained by EPC may be subject to disclosure under the Colorado Open Records Act; EPC will maintain confidentiality of such information to the extent permissible under the Act.

I hereby certify that all statements are true. I agree and understand that my misstatements or omissions during the application process may lead to disqualification of application, or dismissal from the EPC Parks & Leisure Services Department Volunteer Program.

Applicant's Signature: _____ Date: _____



**EL PASO COUNTY PARKS & LEISURE SERVICES DEPARTMENT
VOLUNTEER BACKGROUND REPORT**

Due to the responsibility El Paso County has to the citizens of El Paso County, the following information is needed for all Volunteer applicants regarding past activities. A record of conviction does not necessarily prohibit employment. **Please read carefully and answer every question. If you answer YES to any question below, please explain in detail, on a separate sheet of paper, referring by number the appropriate question.** Please type or print clearly.

1. Have you ever been convicted* of a felony? YES NO

2. Have you ever been convicted of a misdemeanor; other than minor traffic violations? (A DUI conviction is not considered a minor traffic offense). YES NO

3. Have you ever been convicted of a sex or drug / alcohol related offense? YES NO

4. Have you ever been placed on probation? YES NO

5. Have you every had any professional licenses or CDL suspended, annulled or revoked in any state or country? YES NO

6. Have you been involuntarily terminated from any employment? YES NO

*CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

SIGNATURE

I hereby certify that the information contained in this Volunteer Background Report form is true and correct to the best of my knowledge. I agree to have any of the information checked by EPC. I authorize the references listed, as well as any other individuals whom EPC contacts (including current and former employers), to provide any and all information concerning my previous or current employment. I understand that if I limit EPC's ability to contact persons/organizations deemed necessary by EPC, the application may not be considered further. ***I RELEASE ALL PARTIES AND PERSONS FROM ANY AND ALL LIABILITY FOR ANY DAMAGES THAT MAY RESULT AS A CONSEQUENCE OF FURNISHING SUCH INFORMATION TO EPC OR ANY OF ITS AGENTS, EMPLOYEES OR REPRESENTATIVES FOR PURPOSES RELATED TO THIS APPLICATION.*** I understand that failure to complete this form accurately and completely; or any misrepresentation, falsification or material omission of information during the interview may mean disqualification of application, or dismissal from the EPC Parks & Leisure Services Department Volunteer Program. I understand applications are kept on file for a period of two years, and remain the property of EPC.

Applicant's Signature: _____ Date: _____



In Closing

We appreciate your willingness to volunteer with the El Paso County Parks Department. We hope you will enjoy your experience as a volunteer. As you learn your volunteer duties feel free to ask questions. Our staff is happy to help you. It is your commitment and that of volunteers like you that allows El Paso County Parks Department to most effectively serve our community. We thank you.

For more information, please contact our Community Outreach Coordinator at (719) 520-6384 or visit our website at www.elpasoco.com/parks