



ESCAMBIA COUNTY

Department of Human Resources
221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835
(850) 595-3000 Out-of-Area: (866) 609-0603

<http://www.myescambia.com/jobs>

INVITES APPLICATIONS FOR THE POSITION OF: Volunteer - Community Center

An Equal Opportunity Employer

RECRUITMENT RANGE

\$0.00 /Hour

ISSUE DATE: 11/27/17

THE POSITION

Volunteer opportunity only; there is no pay for volunteering.

The Department of Neighborhood & Human Services provides community-based services to the citizens of Escambia County, and recognizes the value that volunteers provide. These volunteers are instrumental in providing assistance within the Community Resource Centers.

EXAMPLES OF DUTIES

Answer Telephone, Take Messages.

Assure that ALL visitors sign-in on Daily Community Center Visitor Log.

Provide location direction to visitors, for meetings and activities.

Answer basic questions related to the community center, programs, and activities.

Refer detailed questions to appropriate staff.

Provide good communications skills, and friendly attitude.

Act as a positive role model.

Distribution of brochures and informational packets of community activities and venues.

May work with a team of Outreach Volunteers to reach additional volunteers.

Assist in the set-up and attendance at public events.

Assist Program and Communications staff in the development of new materials

Assist staff as needed.

QUALIFICATIONS

Must be at least eighteen (18) years of age.

SUPPLEMENTAL INFORMATION

Volunteer Location: Escambia County Community Center

Volunteer Time Desired: 16 hours per month

Skills/Education: Basic knowledge of general office and recreational activities

Experience: Personal or professional experience related to community center or organized children, youth, elder, and event activities.

Volunteer Requirements: Volunteer Interview and Orientation; Background Check; Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator Training (AED); Attendance at scheduled volunteer meetings

Volunteer Benefits: The joy of working in a community center environment. Supporting the mission of the Board of County Commissioners and the Department of Neighborhood & Human Services, in providing a safe environment for Escambia County youth. Free CPR and AED Training

For Further Information or Questions relating to this volunteer opportunity please contact Valerie C. Jones at (850) 595-3130.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835

EXAM #VOL - CC
VOLUNTEER - COMMUNITY CENTER
JF

Volunteer - Community Center Supplemental Questionnaire

* 1. Are you 18 years of age or older?

- Yes
 No

* 2. I understand that this application is for volunteer services only and I do not expect any employment, wages or other benefits for these voluntary services.

- Yes
 No

* Required Question



Escambia County Volunteer Agreement and Volunteer Candidate Request Form

I understand that:

- The references listed may be contacted by telephone or email.
- This Volunteer Candidate Request Form in no way obligates me to perform any Volunteer service.
- All records and information gathered are the property of Escambia County and, as such may be subject to public records laws.
- I hereby authorize Escambia County to conduct whatever investigation it may deem necessary to determine whether I can become an effective volunteer. I do herein affirm to the best of my knowledge that these answers and statements are, true, correct, and complete.

By signing I agree to all terms and conditions listed in the above agreement.

FIRST NAME				LAST NAME			
ADDRESS							
CITY			STATE			Zip	
DAYTIME PHONE NUMBER				ALTERNATE PHONE NUMBER			
E-MAIL ADDRESS							
CURRENT EMPLOYER							
EMPLOYER ADDRESS							
CITY			STATE			ZIP	
Are you bilingual?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Language(s) Spoken:		
Education: (highest education level reached)							
HOW DID YOU HEAR ABOUT US?							
<input type="checkbox"/> ECTV <input type="checkbox"/> County Employee <input type="checkbox"/> County's Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> News Release <input type="checkbox"/> Flyer <input type="checkbox"/> Public Service Announcement <input type="checkbox"/> Other _____							
[Briefly Explain Why You Are Interested?]							

PLEASE CHECK DAYS AVAILABLE

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
---------------------------------	----------------------------------	------------------------------------	-----------------------------------	---------------------------------	-----------------------------------	---------------------------------

How Often/Frequency?

<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Once a month	<input type="checkbox"/> Twice a month	<input type="checkbox"/> Other	
--------------------------------	---------------------------------	---------------------------------------	--	--------------------------------	--

Please List Times Available	AM		PM	

REFERENCE #1/NAME		E-MAIL ADDRESS	
--------------------------	--	-----------------------	--

TITLE		RELATIONSHIP		TIME KNOWN		PHONE NUMBER	
--------------	--	---------------------	--	-------------------	--	---------------------	--

REFERENCE #2/NAME		EMAIL ADDRESS	
--------------------------	--	----------------------	--

TITLE		RELATIONSHIP		TIME KNOWN		PHONE NUMBER	
--------------	--	---------------------	--	-------------------	--	---------------------	--

TRAINING & EXPERIENCE

PREFERRED VOLUNTEER AREAS

<input type="checkbox"/> Assistant County Administrator. The Assistant County Administrator oversees the offices of Budget Services, Purchasing, Risk Management, property sales, contract management and the Pensacola Bay Center, along with Corrections, Facilities Management, Building Services, Public Safety and Escambia County Fire Rescue.	<input type="checkbox"/> Corrections. The Corrections Department is comprised of three divisions: Community Corrections, Environmental Enforcement and Animal Control, and the Road Camp.
---	--

Development Services. The Development Services Department provides professional building, mapping, planning and zoning services to the citizens of Escambia County.

Human Resources. The Human Resources Department is responsible for employment, benefits, employee relations, management, policy, administration, and training for Escambia County employees.

Information Technology. The Information Technology Department provides an efficient and well coordinated computing environment through integrated systems, local area networks and personal computer systems.

Natural Resources Management. The Natural Resources Management Department provides a diverse array of vital environmental and natural resources programs.

Neighborhood and Human Services. The Neighborhood & Human Services Department carries out its mission to enhance the quality of life for the citizens of Escambia County. Administers the Human Assistance Program, the Indigent Burial Program & various community and resources centers.

Parks & Recreation. The Parks and Recreation Department maintains athletic fields and parks, developed and undeveloped neighborhood parks, beach access parks, boat launch areas, the Equestrian Center, and Lake Stone camping facility.

Public Safety. The department that never sleeps - Public Safety is responsible for keeping citizens safe from emergencies and both man-made and natural disasters.

Public Works. The Public Works Department is charged with the conservation and preservation of Escambia County's infrastructure, including Engineering, Fleet Maintenance, Facilities Management, Road Department, Transportation & Traffic and Environmental Water Quality.

Solid Waste Management. The Solid Waste Management Department provides solid waste disposal and recycling services and educational programs.

Library. The Library provides

Other _____

Other Organizations applicant volunteered:	1.	2.
	3.	4.
	5.	6.

[Signature of Applicant]

[Printed Name of Applicant]

[Signature of Parent or Legal Guardian]

[Printed Name of Parent or Legal Guardian]

[Date]

Return to: Government Complex, Attention: Human Resources, 221 Palafox Place, Suite 200, Pensacola, Florida 32502
Phone: 850-595-3000 or Fax: 850-595-4966

FOR OFFICE USE ONLY:
[Approval Needed]

Department/Division		
Department Director Approval [signature]		Date
Processed By:		Contact #:
NOTES:		Date

RELEASE OF LIABILITY for VOLUNTEERS AND INTERNS

Name of Volunteer:

I hereby release and agree not to hold liable the Escambia County Board of County Commissioners, its officers, agents, and employees from any and all claims of any kind arising from my service as an intern and/or volunteer.

I further agree to the following:

1. I acknowledge that I am an intern and/or volunteer for the Escambia County Board of County Commissioners and have no expectations of compensation. I understand that the Escambia County Board of County Commissioners may, at any time, for whatever reason, decide to make changes in my assignment or terminate my relationship with the Escambia County Board of County Commissioners. I understand that I may decide to sever my intern and/or volunteer relationship with the Escambia County Board of County Commissioners at any time, and notice of such a decision should be communicated as soon as possible to my supervisor.
2. I understand and agree that while participating in this program, I am not an agent, servant, or employee of the Escambia County Board of County Commissioners, and therefore will not be covered by the Escambia County Board of County Commissioners for any health, death or disability benefits.
3. I agree to release and hold harmless the Escambia County Board of County Commissioners, its officers, agents, and employees from any and all claims of any kind that may arise out of my performance as an intern and/or volunteer. I waive any right of action against the Escambia County Board of County Commissioners in consideration of being allowed to serve as an intern and/or volunteer. Notwithstanding the foregoing, nothing herein shall limit or affect my rights to workers compensation benefits as a volunteer pursuant to Florida Law.
4. I understand and agree to abide by the policies and procedures of the Escambia County Board of County Commissioners relating to the performance of duties and responsibilities assigned to me.
5. I agree that any information I may gain through participation in County activities will be used by me only for my personal educational purposes, except to the extent otherwise required by law.
6. I understand and agree that, in the course of my participation as a volunteer and/or intern with the Escambia County Board of County Commissioners, I may have access to keys and combinations that are confidential because of security concerns. I understand and acknowledge that I will not disclose this information or any other security-related information to any person without prior approval of my supervisor. I understand that my intern and/or volunteer status will be revoked if I make improper disclosure of this or any other security-related information.
7. I understand and grant the Escambia County Board of County Commissioners, its successors, assigns, and licensees, the perpetual right to photograph, film, use and reproduce, as the County desires, photographs and videotapes taken of myself and/or my children during any volunteer activity. I understand that I will not receive any compensation for my participation or my children's participation in the photographs and videotapes and that the Escambia County Board of County Commissioners shall own all right, title, and interest to the photographs and videotapes, including the portions that contain the images and voices of myself and/or children.
8. I agree that should any provision of this Release be found unenforceable, all remaining provisions shall remain in full force and effect. Further, I agree that this Release shall be construed pursuant to the laws of the State of Florida.

I certify that I have read and understood the above agreement as the terms under which I will be allowed to participate as an intern and/or volunteer with the Escambia County Board of County Commissioners.

Intern/Volunteer (Printed Name):	Intern/Volunteer (Signature)
(Printed Name) of Parent or Guardian (If under 18 years of age)	(Signature) of Parent or Legal Guardian (If under 18 years of age)
Department Director (Printed Name):	Department Director (Signature):
Date:	Date:

**** Signature of Parent/Legal Guardian required if Volunteer is under 18 years of age**



ESCAMBIA COUNTY VOLUNTEER PROGRAM BACKGROUND SCREENING FORM

(Please Print)

Last Name		First Name		Middle	
Please list all other names you have used (i.e. Alias, Maiden)	1.		2.		
	3.		4.		
	5.		6.		
	7.		8.		
	9.		10.		
Date of Birth	Month	Day	Year		
Race <i>(please check one)</i>	<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Asian Pacific Islander	<input type="checkbox"/> American Indian	<input type="checkbox"/> Other: <i>(specify)</i>
Sex <i>(please check one)</i>	<input type="checkbox"/> Male		<input type="checkbox"/> Female		
Present Address				City	
State	Zip Code		County		
Previous Address (if less than one year at present address)				City	
State	Zip Code		County		

It is the highest priority of the Escambia County Board of Commissioners to ensure the safety of our citizens. In order to provide a safe and secure atmosphere for our community's citizens, volunteers will be screened through the Escambia County Sheriff Department, the Santa Rosa Sheriff's Office, the Florida Department of Law Enforcement (FDLE), or the National Crime Information Center. When possible, Escambia County will incur all costs of the background screenings. All information received from the background check applications and reports returned from either of the agencies mentioned will be used for the purpose of determining applicant's eligibility as a volunteer participant with the Escambia County Board of Commissioners.

No Volunteer 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 other arrests and convictions will be examined in order to determine whether the incident is related to the volunteer position. In these situations eligibility determinations will be based upon a minimum of the last five years.

Any applicant that is turned away based upon the background screening will be notified by the Division of Human Resources of the findings via certified letter. The volunteer may then provide a written appeal for reconsideration to the program. The volunteer must be willing to discuss with the Volunteer Coordinator and a Human Resource designee his or her previous record(s). Once the volunteer has presented his or her case, the Volunteer Coordinator and the Human Resource designee will decide to uphold or reverse the screening decision. The decision will be final concerning program eligibility.

The Board of County Commissioners reserves the right to make changes to the Volunteer Background Check Guidelines-Eligibility Criteria without notice whenever deemed necessary for the safety and protection of all citizens.

I certify that the above information is true to my knowledge and understand that it will be utilized to obtain a background screening check as a condition of volunteering with the Escambia County Board of Commissioners.

Applicant Signature _____ Date _____

Volunteer Name: _____

Phone Number(s)	
E-Mail Address	

EMERGENCY CONTACT INFORMATION FOR VOLUNTEER

This information is collected so that a supervisor will know whom to contact in the event that a volunteer requires professional medical attention and is unable to communicate. In an emergency, staff is directed to contact 911.

IN CASE OF EMERGENCY, PLEASE CONTACT:		
REQUIRED	Name (please print or type legibly):	
	Relationship to volunteer:	
	Best Phone #	Alternate Phone #
	Volunteer Printed Name:	
	Volunteer Signature:	
	Today's Date:	
	OPTIONAL: Physician contact #:	