

### Application & Assignment Process

Interested individuals must complete the Denver Parks & Recreation (DPR) Volunteer Application including areas of interest, training & certifications, and preferred site or region of the city. Skills and interests will be evaluated and recommendations made based upon the particular needs of a program area or facility. Upon review and approval of the background check, applicants will be assigned and trained by the site or program area supervisor or his/her delegate. All volunteers must sign and agree to abide by the terms of the DPR Volunteer Program Policy, Conduct and Responsibilities prior to engaging the public as a representative of DPR. **Notes:** Volunteers may be reassigned or terminated at the discretion of the supervisor. Community service assigned by judicial systems for diversion or retribution may **not** be conducted in DPR facilities or activities

### Background Check & Eligibility

All volunteers must undergo a thorough, annual background check. Verification of identification and 7 years of residency is required. Volunteers under the age of 18yrs must acquire a parent signature; all applicants 15+ will undergo a complete background check including social security verification, address trace, statewide criminal records check for misdemeanor / felony arrests / convictions in all 50 states (as appropriate), and review against the sex and violent offender registry. Criteria used for determining eligibility are dependent upon the type, severity of, and elapsed time since the offense.

### Qualifications & Recognition

All interested applicants are expected to:

- Posses good character and reputation; conduct themselves professionally and appropriately; be courteous and engaging
- Commit to responsibilities for the entirety of the volunteer assignment; provide documentation of any required certifications or training, and attend additional trainings and orientations as required by the department
- Demonstrate good oral and written communication skills and the initiative to complete assigned tasks
- Conduct themselves in accordance with the DPR Volunteer Program Policy and the DPR Volunteer Rules and Responsibilities
- Volunteer logs will be maintained and submitted seasonally. Upon completion of the assignment successful contributors may be honored through various forms that could include banquets, letters of appreciation, or special tokens of appreciation

### Positions: Coach, Instructor, Assistant, Support or Maintenance Staff

Volunteers may be recruited for a park, a region, a facility for a core program area. Position assignments could include Coach (sports team head coach), Instructor (lead activity instructor), Assistant (assistant coach or assistant instructor), Support Staff (scorekeeper, preparation, set-up, break-down, etc.), or Maintenance Staff (adopt-a-park, seasonal clean-up, plant care). Availability of assignments varies by location but may include:

|   |  |  |  |   |
|---|--|--|--|---|
| <b>Operational Support:</b><br>Light Maintenance<br>Light Custodial<br>Set-up, Break-down<br>Customer Service<br>Community Outreach<br>Advisory Committees<br>Greeting Public<br>Answering Phones<br>Directing Traffic<br>Activity Registration<br>Membership Sales | <b>Arts &amp; Culture</b><br>Drawing, Painting<br>Ceramics, Pottery<br>Sewing, Quilting<br>Knitting, etc.<br>Ornament Making<br>Card Making<br>Line or Ballroom Dance<br>Education & Fairs<br>Demonstrations<br>Orientations                 | <b>Youth Sports &amp; Adult Sports:</b><br>Soccer, Flag Rugby<br>Volleyball, Basketball<br>Softball, Baseball<br>T-Ball, Coach Pitch<br>Tumbling, Gymnastics<br>Dodgeball, Kickball<br>Education & Fairs<br>Demonstrations<br>Orientations | <b>Fitness, Health, &amp; Wellness</b><br>Group Training<br>Personal Training<br>Boot Camps<br>Aerobics, Yoga<br>Zumba, Core Fitness<br>Circuit Training<br>Wellness Checks<br>Education & Fairs<br>Demonstrations<br>Orientations | <b>Adaptive Recreation</b><br>Inclusion Services for:<br>Trips, Crafts, Social, Sports, Aquatics, Arts, Special Olympics, etc.<br>To assist individuals with:<br>Physical Rehabilitation<br>Developmental Disabilities<br>Physical (Congenital)<br>Mental Illness<br>Deaf/Hearing Impaired<br>Chronic Health Conditions |
| <b>Parks, Greenways, &amp; Natural Areas</b><br>Park People<br>Adopt-a-Park<br>Light Maintenance<br>Flower Beds<br>Shrub Care<br>Seasonal Clean-up<br>Dog Parks<br>Trail Maintenance<br>Disaster Clean-up   | <b>Events, Camps &amp; Out of School</b><br>Holiday Parties<br>Kidwatch Childcare<br>Out-of-School Camps<br>Day / Summer Camps<br>Youth Game Nights<br>Gym Games, Crafts<br>Wii, Karaoke, etc.<br>Tutoring, Reading<br>Trips, Special Events | <b>Active Older Adults</b><br>Cards & Games<br>Clubs, Interest Groups<br>Luncheons, Education<br>Social Events<br>Tea Dances, Trips<br>Pickleball<br>Wii Tournaments<br>Silver Sneakers<br>SilverSplash                                    | <b>Aquatics</b><br>Water Walking,<br>Aqua-Aerobics<br>Swim Lessons<br>Stroke Improvement<br>Lifeguarding<br>Swim Coach<br>Stroke Judge<br>Heating Assignment<br>Timers, Awards<br>Set-up / Break-down                              | <b>Outdoor Recreation</b><br>Environmental Education<br>Genesee Ropes Course<br>Ruby Hill Railyard<br>Fishing, Hiking<br>Snowshoeing<br>Skiing, Snowboarding<br>Teambuilding  |



# Volunteer Application

## General Information

**We appreciate your interest in service to our community!**

All volunteers must agree to abide by the terms of the DPR Volunteer Program Policy, Conduct and Responsibilities. Complete background checks are conducted on applicants 15 years of age and older if it determined that their interests match the needs of a park, facility, or program area. Please submit proof of identification (Driver's License, State ID) with this application. Use your full **LEGAL NAME** when completing the application.

|  |                       |                        |               |                          |       |
|--|-----------------------|------------------------|---------------|--------------------------|-------|
| <b>Volunteer Applicant Information: Legal Name</b> |                       | Today's Date:          |               | Male or Female:          |       |
| Full Legal Last Name                               | Full Legal First Name | Middle Name            | Date of Birth | Primary Phone Number     |       |
|  |                       |                        |               |                          |       |
| E-mail Address                                     | Alternate Phone #     | Social Security Number |               | Drivers License or ID #: | State |
|  |                       |                        |               |                          |       |

|   |            |                      |                  |                        |  |
|---|------------|----------------------|------------------|------------------------|--|
| <b>Health and Emergency Information</b> |            |                      |                  |                        |  |
| Emergency Contact                       |            |                      | Relationship:    |                        |  |
| Last Name                               | First Name | Primary Phone Number |                  | Alternate Phone Number |  |
|   |            |                      |                  |                        |  |
| Medical Condition(s)                    |            |                      | Physician's Name | Phone Number           |  |
|   |            |                      |                  |                        |  |

|   |             |        |      |       |     |                         |
|---|-------------|--------|------|-------|-----|-------------------------|
| <b>Residency: Begin with current address and work backwards accounting for 7 YEARS of residency</b> |             |        |      |       |     |                         |
| House / Building Number   | Street Name | Unit # | City | State | Zip | Mo/Yr at this Residence |
|   |             |        |      |       |     |                         |
| House / Building Number   | Street Name | Unit # | City | State | Zip | Years at this Residence |
|   |             |        |      |       |     |                         |
| House / Building Number   | Street Name | Unit # | City | State | Zip | Years at this Residence |
|   |             |        |      |       |     |                         |
| House / Building Number   | Street Name | Unit # | City | State | Zip | Years at this Residence |
|   |             |        |      |       |     |                         |

|                             |            |                          |              |               |
|-----------------------------|------------|--------------------------|--------------|---------------|
| <b>Character References</b> |            |                          |              |               |
| Last Name                   | First Name | Personal or Professional | Phone Number | Email Address |
|                             |            |                          |              |               |
| Last Name                   | First Name | Personal or Professional | Phone Number | Email Address |
|                             |            |                          |              |               |



# Volunteer Application

## Background Verification & Waiver of Liability

| <b>Legal History: Records do not Necessarily Result in Disqualification.</b>                   |               |
|--|---------------|
| Have you ever been arrested, charged, or convicted a crime? If yes, explain below:             | Check if "No" |
|  |               |
| Have you been involved in an incident involving child abuse or neglect? If yes, explain below: | No            |
|  |               |
| Have you had or do you have a problem with drugs or alcohol? If yes, explain below:            | No            |
|  |               |

### Certification, Authorization & Background Verification

- I certify that all statements in my application and any other document I have submitted for a volunteer position with the Department of Parks and Recreation (DPR) or the City and County of Denver (CCD) as well as all oral statements that I have made to any representative of DPR or the CCD are true, complete and correct to the best of my knowledge and belief. I understand and agree that ALL statements may be investigated.
- I understand that any falsification or omission of information discovered at any time during the selection process or during subsequent assignments, may bar me from consideration, or if I have been instated as a volunteer, may cause dismissal from the DPR or CCD. In order to facilitate a search for information, I hereby confirm the information provided on the application is true and correct.
- I hereby authorize the DPR or CCD, during the application process or during the course of any subsequent assignments with DPR or CCD, to obtain information from any source as to my education, experience, qualifications, driving record, criminal history or any other aspect of my background, as such information relates to the position for which I am being considered, or in which I may be assigned. I release and waive any claim or cause of action against any person responding to inquires authorized herein, and against the DPR or CCD in making such inquires. A photocopy of this certification, authorization and waiver shall be as valid as the original and may be used in its stead.

### Release and Waiver of Liability: In consideration of being allowed to participate as a volunteer for CCD or DPR:

- I certify that I am in good mental and physical condition and I understand the inherent risks associated with acting as a volunteer including the risk of physical injury or death. I further understand that I risk aggravating any preexisting physical condition I may have in the performance of these services. I acknowledge and understand that the use of appropriate protective equipment may be required (by assignment) and that while it is designed to reduce the risk of injury, may not prevent all injuries and there is no guarantee for my safety.
- I understand that while my volunteer services will be at the direction of DPR, its officers and employees, I am nevertheless not an employee of the CCD within the meaning of the Colorado Workers Compensation Act or for any other purpose at the time of my performance of volunteer services. I further understand that no employee/employer relationship is created and that no compensation or promise of future paid employment will result. I acknowledge that the volunteering of time and/or services does not constitute employment for the purposes of the Workers' Compensation Act of Colorado and acknowledge that I am not entitled to benefits pursuant to said Act.
- In consideration of the CCD allowing me to participate as a volunteer, I waive and discharge the CCD and its respective employees, agents, representatives, officers, directors, and any associated or sponsoring agencies and entities from any and all liability to me or my personal representatives, assigns, heirs, children, dependents, spouse and relatives for any and all liabilities, claims, leins, actions, causes of action, losses, judgments, costs or expenses, demands or damages of any nature whatsoever (including, without limitation, interest, penalties, reasonable attorneys' fees and disbursements) that are caused by or arise from the theft, damage or loss of personal property, or for injury (including death) regardless of the cause(s) of such injury, loss or damage. I assume all risks associated with participation as a volunteer and specifically waive any liability for injuries that may result from negligence or carelessness of volunteers, city officers / employees, or the public.
- I understand that photographs or video/audios recorded during my service or during participation in any DPR activity or on any DPR managed property belongs to the CCD and may be used at its discretion. I understand that DPR may share DPR volunteer contact information with other departments, agencies, or associations if these groups have similar volunteer opportunities available. I understand that my participation as a volunteer in this activity is purely and solely voluntary and that I am not an employee, contractor, or representative of the CCD.

|  |  |       |  |
|--|--|-------|--|
| I hereby acknowledge that I have carefully read this document and that I fully understand its contents; that I am signing this document voluntarily and intend for it to be legally binding. Or, as applicable, to the extent permitted by law, this document shall include my child or children and my capacity as guardian if I am signing on behalf of my minor child or children who will participate as a volunteer(s). |  |       |  |
| <b>Applicant's Signature:</b>  |  | Date: |  |
| <b>Parent's / Guardian's Signature:</b><br>(if applicant is under the age of 18)   |  | Date: |  |

|   |                                    |                    |                     |                                   |                                |
|---|------------------------------------|--------------------|---------------------|-----------------------------------|--------------------------------|
| <b>Assignment Preference:</b> Check all that apply  |                                    |                    |                     |                                   |                                |
| If you have been recruited for a specific activity / assignment / location, please provide details below:                               |                                    |                    |                     |                                   |                                |
|   |                                    |                    |                     |                                   |                                |
| If you have not been recruited for a specific activity / assignment / location, please complete the sections below                      |                                    |                    |                     |                                   |                                |
| Preferred Location or Region of the City  | Specific Recreation Center or Park | Southeast          | Northeast           | Southwest                         | Northwest                      |
|   |                                    |                    |                     |                                   |                                |
| Which area or assignment would you prefer support through volunteer service? List specific activity or interests in the space provided: |                                    |                    |                     |                                   |                                |
| Youth Sports  | Operational Support                | Arts & Culture     | Active Older Adults | Fitness, Health, and Wellness     | Events, Camps, & Out of School |
|   |                                    |                    |                     |                                   |                                |
| Adaptive Recreation   | Aquatics                           | Outdoor Recreation | Adult Sports        | Parks, Greenways, & Natural Areas | Other (please specify)         |
|   |                                    |                    |                     |                                   |                                |

|  |
|--|
| <b>Qualifications</b>  |
| List ALL applicable skills and experience (ie: bilingual, coaching / instruction, customer service, custodial, horticulture)<br>Please list specific sport(s), media (drawing, ceramics), skill (drama, dance, bingo), customer service (phone, sales), etc.): |
|  |
| List ALL certifications and trainings (ie: First Aid, CPR, ACE, NYSCA, WSI, etc.):   |
|  |



# Volunteer Application

## Policy, Conduct & Responsibilities

### Volunteer Conduct:

- Demonstrate good character and reputation
- Conduct themselves professionally and appropriately; be courteous and engaging
- Commit to responsibilities for the entirety of the volunteer assignment
- Handle confidential or household information discreetly in order to protect the privacy of personnel and customers
- Refrain from engaging customers, families, or children outside of or for reasons not related to the assignment
- Avoid settings or tasks where you could be alone with customers / children; always be in the presence of witnesses
- Consent to receive medical care as necessary or appropriate by trained personnel
- Represent the department according to the assignment and the extent of applicable training; not beyond the scope of training
- Demonstrate good oral and written communication skills and the initiative to complete assigned tasks
- Notify DPR of any changes to criminal history

### Volunteer Responsibilities:

- Provide documentation of any required certifications or training
- Attend additional trainings and orientations as required by the department
- Wear appropriate attire for the assignment and any uniforms / hats / name tags provided to indicate he/she represent DPR (team or volunteer shirts, modest attire, appropriate footwear, protective gear, etc.)
- Communicate as directed or appropriate with specific program lead and / or facility / site personnel
- Complete program, site or activity specific assignments and expectations as directed
- Acquire and maintain contact information and follow the chain of command for the specific assignment or activity
- Follow emergency procedures and reporting as it applies to the assignment or activity
- Acquire equipment or access to equipment, required for completion of the assignment or activity
- Appropriately manage or maintain equipment, spaces, or facilities as directed
- Provide inclusion services to participants requiring reasonable accommodations, as instructed by Adaptive Recreation

### Executive Orders: Denver Parks and Recreation (DPR) and the City and County of Denver (CCD)

- DPR and CCD does not discriminate on the grounds of race, religion, ethnicity, age, sexual orientation, income, or age
- DPR and CCD does not condone sexual harassment or misconduct
- DPR and CCD does not tolerate workplace violence or any behavior that could cause an employee, volunteer, or customer to feel intimidated or harassed
- DPR and CCD does not condone unethical or unlawful behavior

I hereby acknowledge that I have carefully read the Volunteer Policy, Conduct & Responsibilities, that I fully understand its contents, that upon selection, I understand that should expect further onboarding and training and I acknowledge that I will not accept the assignment if I do not fully understand the expectations and limitations of my duties. Furthermore, I acknowledge that I'm over the age of 18, that I am signing this Volunteer Policy, Rules, and Responsibilities voluntarily and intend for it to be legally binding. Or, as applicable, to the extent permitted by law, this document shall include my child or children and my capacity as guardian for my child or children if I am signing on behalf of my minor child or children who will participate as a volunteer(s).

|  |  |       |  |
|--|--|-------|--|
| <b>Applicant's Signature:</b>  |  | Date: |  |
| <b>Parent's / Guardian's Signature:</b><br>(if applicant is under the age of 18) |  | Date: |  |

### Notes:

- DPR reserves the right to terminate or reassign volunteers at the discretion of the supervisor or if he/she is not complying with Volunteer Policy, Conduct & Responsibilities or other DPR rules, policies, or procedures
- Community service assigned by judicial systems for diversion or retribution may **not** be conducted in DPR facilities or activities
- Upon successful completion of the volunteer assignment, those who serve in select facilities or activities **may** be eligible for minimal rewards or compensation as approved by DPR administration