



City of Oldsmar

To provide leadership, innovation, environmental stewardship and excellent services in partnership with the community

Leisure Services ~ 300 Commerce Blvd ~ Oldsmar, FL 34677 ~ (813) 749-1260 ~ Fax (813) 818-7625

We encourage and appreciate our community getting involved with our programs. All volunteers are asked to follow the guidelines listed below.

The organization is expected to ensure that you:

- 1) Learn about the organization and its volunteer policies.
- 2) Get an orientation to the organization and training for your volunteer role.
- 3) Know the organization’s policy or protocol for handling complaints or any issues of concern.
- 4) Get guidance and support in your volunteer role.

As a volunteer, you have the responsibility to:

- 1) Dress appropriate for your volunteer activity. You are representing the City of Oldsmar.
- 2) Be punctual for your volunteer duty or shift.
- 3) Be reliable and responsible.
- 4) Communicate any issues or concerns which are likely to affect your volunteer duties.
- 5) Do your duties as assigned and directed.
- 6) Accept guidance from Staff or Supervisor.
- 7) Be willing to learn and participate in orientation and training programs.
- 8) Understand the role of the Staff, maintain a smooth working relationship with them and stay within the bounds of the volunteer role.
- 9) Keep sensitive organizational information confidential.
- 10) Comply with the policies and procedures of the organization
- 11) Keep cell phones and other electronic devices out of sight and not utilized during the working shift.
- 12) Avoid inappropriate language, jokes, or gestures.
- 13) Respect others and practice their best customer service skills when around the public.

Any violations of these guidelines could result in dismissal of the volunteer at the Leisure Services Director’s discretion. Signing this document means that you have read and agree to the above guidelines and promise to uphold them during your shifts with us.

Print Name

Date

Signature

Department Supervisor Signature

Date



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Volunteer Program Application

For Data Purposes:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Birth Date: _____ Age: _____ Gender: _____

School: _____ Grade Level: _____

Email Address: _____

Availability (Please check when you are available to volunteer):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How did you hear about us?

These activities are usually conducted on an as needed basis.

Special Placement Request (Please circle activities of interest *or* check here for ANY):

<u>Recreation Center Activities</u>	<u>Sports/Athletics/Events</u>	<u>Beautification</u>
Front Desk Help	BMX Events	Park Clean Up
Holiday Events	Special Events Volunteer	Waterway Clean Up
Camp Volunteer		Invasive Removal
		Park Maintenance



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Have you ever been convicted of any offense against the law or now under any current charge for any offense against the law? Yes No

If the answer to the above is Yes, please give the date and details of the offense.

Note: Falsification of your answers may result in dismissal of being a volunteer with the Leisure Services Department.

Emergency Information:

Do you have any medical conditions that we should know about?

Emergency Contact person: _____

Relationship: _____ Phone: _____

Name of Physician and/or Healthcare Provider: _____

I understand that volunteering for the Oldsmar Department of Leisure Services may require or include a criminal background check, driver's license check or providing of other identification or certifications.

Contract Signature Date

*Parent/Guardian Signature Date
*if minor

Mail applications to:
City of Oldsmar
Department of Leisure Services
300 Commerce Blvd.
Oldsmar, FL 34677

For more information contact:
Caren Beil
Sr. Administrative Asst.
(813) 749-1267 or
cbeil@myoldsmar.com

Upon completion, original to be forwarded to volunteer coordinator for review and retention as an official record per the City of Oldsmar's Records Management Program.