

Dear Senior Services Volunteer:

Congratulations on taking the first step towards making a difference in the City of Yorba Linda. You will find your volunteer experience rewarding and beneficial. The City of Yorba Linda takes pride in working with volunteers who have a strong work ethic, are professional, respect the senior citizens and staff they work with, take initiative, and most importantly, have a great time giving back to their community.

The Senior Services Volunteer Program accepts applications for individuals 16 years of age and older. Individuals will receive the opportunity to get involved in their community or students can receive community service hours for school or service groups. Included with this packet are the steps you will need to follow in order to be processed as an official Senior Services Volunteer for the Yorba Linda Parks and Recreation Department.

Thank you for your interest in the Senior Services Volunteer Program. On behalf of the Parks and Recreation Department, I look forward to working with you. If you have any questions, please contact me at (714) 961-7185.

Sincerely,

CITY OF YORBA LINDA

Kathleen Stevens
Recreation Coordinator

City of Yorba Linda Parks and Recreation Department Senior Services Volunteer Guidelines

1. Pick up an information packet. Pick up this packet, which includes; the Senior Services Volunteer Application, Senior Services Volunteer Contract, and Release of Liability Form. The packet can be picked up from the Yorba Linda Community Center at 4501 Casa Loma Avenue.
2. Check your availability. It is important that you are available to work every day that you are assigned to volunteer. We depend on you for the success of our programs.
3. Return the signed forms. Return the Senior Services Volunteer Application, Senior Services Volunteer Contract, and Release of Liability Form to the Senior Services Volunteer Coordinator at the Yorba Linda Community Center.
4. Sign in and out on Volunteer timesheet for all hours worked. Sign in the Senior Services Volunteer Notebook each time you report for an assignment. At the end of your shift make sure that you sign out and a staff person initials the hours worked. **It is your responsibility to sign in and out each time you volunteer so that hours are recorded correctly.**
5. Community Service Requirements. If you are volunteering to fulfill your community service requirements, you are responsible for picking up the necessary paperwork from your school community service advisor or service group. If the paperwork from your school or community service group needs to be signed, please call the Senior Services Volunteer Coordinator prior to visiting the Yorba Linda Community Center. **The Senior Services Volunteer Program is not designed for individuals who must serve court ordered community service.**
6. Injuries. If you are ever hurt or injured while volunteering for the City of Yorba Linda, please notify staff immediately.

It's true that I am only one, but I am one. And the fact that I cannot do everything must not prevent me from doing what I can do.

- Edward Everett Hale

City of Yorba Linda
Parks and Recreation Department

For staff use only
Date Rcvd _____
Date Called _____
Start Date _____
Other _____

SENIOR SERVICES VOLUNTEER APPLICATION

The Senior Services Volunteer Program accepts applications for individuals 16 years of age and older. Please complete the information below and submit to the Yorba Linda Community Center, 4501 Casa Loma Ave.

(Please PRINT)

NAME _____ PHONE (H) _____ (C) _____
ADDRESS _____ CITY _____ ZIP _____
EMAIL _____

Are you volunteering for: school fun other _____

NOTE: The City of Yorba Linda does not accept court-appointed community service requests.

Please indicate the amount of hours you are interested in volunteering?

(Minimum of **20 hours** per year is strongly encouraged) _____ hrs weekly monthly yearly

Are you required to meet a deadline for completing these hours? Yes (MM/YYYY) _____ No

VOLUNTEER DUTIES

- Distribute supplies.
- Review/monitor programs rules, policies and procedures.
- Provide customer service.
- Assist the general public.

GUIDELINES

- Attend volunteer orientation and trainings/meetings.
- Inform staff of absence(s).
- Follow the City's Behavioral Policy and volunteer contract.

For your safety, please list/explain any health concerns staff should be aware of: _____

Please *describe* any experience you have working in a senior citizens setting. _____

Please indicate *why* you would like to volunteer in Senior Services. _____

Prospective volunteers will receive a call or email at a later date to schedule a volunteer orientation.

Volunteers will be scheduled to work the same weekly shift. **Please indicate your availability and all days/activities you are interested in volunteering:**

Mondays: _____ am/pm to _____ am/pm

Tuesdays: _____ am/pm to _____ am/pm

Wednesdays: _____ am/pm to _____ am/pm

Thursdays: _____ am/pm to _____ am/pm

Fridays: _____ am/pm to _____ am/pm

Mondays - Sr. Lunch Program 11:00am-12 noon

Tuesdays - Sr. Lunch Program 11:00am-12 noon

Wednesdays - Sr. Lunch Program 10:30am-12 noon

Thursdays - Sr. Lunch Program 11:00am-12 noon

Fridays - Sr. Lunch Program 11:00am-12 noon

Wednesdays – Book Volunteer 9:30-10:30 am
And 2:00-2:30 pm

2nd & 4th Mondays – Senior Movie 12:00-approx. 2:30

- I have a special skill that I would like to share with Senior Citizens _____

Senior Services Volunteer Contract

Please write your initials on the line next to each requirement indicating that you have read and agree to adhere to the City of Yorba Linda policies and procedures. I, _____,

_____ I will be punctual for all programs and meetings, and I will give notice to the Community Center staff as soon as possible if a problem arises which would prevent me from performing my duties.

_____ I will show respect towards my peers, Community Center staff and customers.

_____ I will complete the task assigned to me to the best of my ability.

_____ I will make efficient use of my time by assisting others after completion of my own responsibilities.

_____ I will be enthusiastic about volunteering; and will dress appropriately and maintain a professional appearance.

_____ I will not allow personal problems or conflicts to interfere with my job performance and interaction with Community Center customers, volunteers and staff.

_____ I will adhere to the Parks and Recreation Department's Respectful Behavior Policy and practice the Six Pillars of Character at all time - Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship

_____ I WILL HAVE A GREAT EXPERIENCE VOLUNTEERING!

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal. I have read and initialed each item in the volunteer contract and agree to adhere to this policy.

Volunteer Signature _____ Date _____

As the Legal Guardian of the participant in the Senior Services Volunteer program, I also adhere to this policy.

Parent/Legal Guardian Signature _____ Date _____

Contact in case of emergency:

Name _____ Relationship _____

Day Phone _____ Evening Phone _____



LIABILITY WAIVER

RELEASE OF LIABILITY AND INDEMNIFICATION FOR ALL PARTICIPANTS

I hereby agree to indemnify and hold harmless the City of Yorba Linda, its officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the participation in any City parks and recreation program by the person registered. I further understand and agree: (1) to assume all risks inherent in the activities which are available and in which I may participate, and understand that these activities involve risk to my person and property and (2) to assume the risks, if any, arising from the conditions and use of equipment and facilities. I further understand and agree that there may be risks and dangers not known or reasonably foreseeable at this time. I understand and agree that included within the scope of this release is any cause of action, arising from the performance of, the failure to perform maintenance, inspection, supervision or control of equipment and facilities, or the failure to warn of existing dangerous conditions not known to or reasonably discovered by the City, including all acts of negligence of the City. City programs DO NOT qualify as childcare for tax purpose.

In the event of injury or illness while the participant is attending the recreation activity, I hereby authorize the Yorba Linda Parks and Recreation Department to consent to medical treatment on behalf of my child as deemed necessary. The undersigned, ad parent or legal guardian of the child identified on this form, hereby authorizes the Parks and Recreation Department and its officers, employees and agents into whose care the registered child has been entrusted, to consent to the advice of trained Orange County Authority personnel. This authorization to consent to treatment of the minor identified below is given to the Parks and Recreation Department in conjunction with any activity or event in which the minor’s care is entrusted to the Parks and Recreation Department.

The Parks and Recreation Department may take and use photos of participants for publicity purposes. Photos of participants are used in the City’s activity guide and other media publications. I hereby grant the City of Yorba Linda permission to use my likeness, name, voice and words in any broadcast, telecast or print media account of this event or activity free of charge. IF THE PARTICIPANT IS A MINOR, his or her custodial parent or legal guardian must read and execute this agreement. I hereby warrant that I am custodial parent or legal guardian of _____
(PRINT PARTICIPANT’S FULL NAME)

who is a minor, on my own and said minor’s behalf to the terms and conditions of the foregoing release.

I certify that I have read and understand this waiver and release as it applies to myself and to any minors for whom I am signing.

X _____
(Parent or guardian must sign for participants under 18 years of age.)