



CITY OF BOULDER CITY, NEVADA

**VOLUNTEER
SERVICES
APPLICATION**

CITY OF BOULDER CITY VOLUNTEER SERVICES PROGRAM

Purpose:

The City recognizes that there are real benefits to members of the community to become involved in the delivery of the City's programs and services on a volunteer basis. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experience to a worthwhile endeavor. Also, the community and the City receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the City and for the community.

Scope:

This policy covers the essential elements of an effective volunteer program which is compliant with applicable state and federal regulations pertaining to the City's volunteers. As this policy is broad in scope, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.

Planning:

Prior to implementing a volunteer program, each department will develop a plan for utilizing volunteers. The plan must include:

- A needs assessment and a statement outlining how volunteers will be used to meet these needs;
- Job assignment descriptions for each volunteer;
- A statement describing how and by whom volunteers are overseen;
- A budget for any personnel costs, operating costs, and direct and indirect costs;
- (Optional)* A program to recognize and reward volunteer services.

Recruiting, Screening, Interviewing, and Selecting Volunteers toward the City's ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers will be developed in the same manner as are used for selecting new employees.

The City prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of their race, color, religion, age, sex, sexual orientation, national origin, ancestry, or disability.

The recruitment, screening, and interviewing process should be planned and sufficiently thorough to result in selecting the best volunteer possible for departmental needs.

Volunteer applicants engaged in activities for the City on a regular basis shall complete the City's volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is truly volunteering his/her services.

Specific requirements that apply to employees in certain occupations such as fingerprinting, detailed background checks, and screening for drug use apply to volunteers performing the similar occupations.

Managing Volunteers:

Volunteers shall receive appropriate oversight for the functions performed including an orientation to the City's policies and procedures, departmental operating procedures, safety practices, and other relevant information. The orientation will be followed by regular, constructive oversight of day-to-day volunteer functions.

Day-to-day oversight of volunteers shall be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.

The City will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The date, time, and duration of each volunteer activity session must be recorded, along with the work performed. The City will remove volunteers from the roster whenever volunteers are inactive for more than ninety (90) days.

Volunteers may be reimbursed for expenses incurred. In addition, the City may provide limited and reasonable benefits and/or nominal fees to volunteers. The benefits provided cannot be in an amount or of a type that implies there is an employment relationship. All such benefits must be approved, in advance, by the City Manager.

Volunteers serve at the pleasure of the City and are subject to dismissal at any time with or without cause.

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Volunteer Services Application

**AN EQUAL OPPORTUNITY
 AFFIRMATIVE ACTION EMPLOYER**

GENERAL DATA

Name: Last	First	Middle	Social Security Number (Last 4 ***-**-____ Only)	Home Phone
Street Address, City, State and Zip Code				Work Phone
E-mail Address				Cell Phone

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes No If yes, please explain _____

WORK HISTORY, EDUCATION AND SKILLS

Name of Current Employer or School	Address of Current Employer or School	Position Held
Highest Grade Completed	Degree(s), Special Training/Licenses	Languages

List any special skills you possess and/or equipment or office machines you can operate _____

VOLUNTEER EXPERIENCE AND AVAILABILITY

Date	Organization	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate how often you are available to volunteer:

Once a week Twice a week

Daily Other

Mornings Afternoons

Entire day

TIME AVAILABLE (please check all that applies.)

MONDAY TUESDAY

WEDNESDAY THURSDAY

FRIDAY SATURDAY

SUNDAY

AREAS OF INTEREST

A specific program/or location in which I am interested _____

My volunteer interests with the City of Boulder City are: (Please check all that apply :)

- Youth programs
- Youth sports programs
- Parks & Recreation Programs
- Animal Control
- Clerical/Administrative Setting
- Public Safety Programs
- Fire Service Programs
- Public Works Programs
- Community Development Programs
- City Clerk /Municipal Court Programs
- BCTV & Public Information
- One-time Assignments

PERSONAL

Are you over 18? _____ If NOT, what is your birthdate? _____

Do you have any relatives employed by the City of Boulder City? Yes No
If so, Name _____ Relationship _____

As a volunteer for the City of Boulder City I agree to:

- Observe the policies and procedures of the City and Departments.
- Participate in initial training as well as any additional required training.
- Notify immediate supervisor when sick and/or unable to volunteer.
- Perform duties as outlined by the volunteer’s supervisor.
- Dress in business attire suitable to the assigned tasks.
- Provide adequate notice before terminating my volunteer commitment.

Please initial to indicate you have read the above _____

I hereby certify that all statements made in this application are true. I acknowledge that any false statement or misrepresentation on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. I understand that I am working at all times on a voluntary basis without compensation and not as a paid employee, and that this agreement can be cancelled at any time by either myself or the City of Boulder City.

INFORMED CONSENT AND RELEASE

I _____, offer to volunteer my services to the City of Boulder City. I realize that I will not be paid in any way. I understand that the City of Boulder City and/or I can cancel this agreement at any time.

I release the City of Boulder City, its employees, agents, leaders, instructors, contractors and volunteers from any liability for loss or injury to my person or property which might occur due to negligence or other acts or omissions. This release implies to any losses or injuries which may occur as a result of, or during my participation in, volunteer service.

I realize that this release is a binding contract. I have read and understand this release. I knowingly and voluntarily sign below. The City may use my photograph for any official Department publications and/or productions.

Volunteer Signature _____ **Date** _____

Signature of Parent/Guardian if volunteer is a minor _____

CONDITIONS

I fully understand, acknowledge and agree to the following conditions: The City of Boulder City reserves the right to make the final decision on placement of volunteers. Standard backgrounds checks, in accordance with City policy, may be conducted on applicants.

All statements made in this application are true and authorization is given to investigate all matters contained in this application. I authorize the City of Boulder City to receive any criminal history information that may be contained in the files of any national, state or local criminal justice agency. Any false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement.

I understand that the volunteer program does not qualify me for paid employment with the City of Boulder City.

Volunteer Signature _____ **Date** _____