



## Volunteer Program

### Applicant Information & DPR Employee Reminders

- Applicant completes attached application, qualification & legal history, background verification, waiver of liability, guidelines, restrictions, conduct, and responsibilities**
  - Applicants under 18yrs of age must also submit a Minor Background Screening Consent Form and a Consent to Request Consumer Report & Investigative Consumer Report Information

**Packet is submitted with a copy of state issued photo identification to a recreation center or program area**

- Recreation staff scans signed document and ID to [volunteers.recreation@denvergov.org](mailto:volunteers.recreation@denvergov.org)**
- Indicate the PROGRAM AREA (or operations) in the email subject line
    - Terry McCoy will process all Youth Sports volunteers
    - Leah Huffer-Solomon will process all applications for Adaptive Recreation
    - Shelly Pawlowski will process applications for center operations and other core program areas
  - Applications will be reviewed and submitted for the background check on Tuesdays and Fridays
- Applicant receives an email from Sterling Info systems**
  - Contact the center or program area if you do not receive email with link within 5 business days
  - The subject line will read: *City and County of Denver Background Screening Instructions*
  - Check your spam or junk mail folders
  - Authorization expires after 5 days – access the link and submit the information immediately
- Upon completion of the background check, staff and volunteer will receive notification of approval / denial from [volunteers.recreation@denvergov.org](mailto:volunteers.recreation@denvergov.org) (no reply). Most background checks are approved within 5 days of completion of information requested on link, multiple or international residences may slow the process**



# Volunteer Program

## Application & Opportunities

<b>Volunteer Applicant Information:</b>			Date:	
Last Name (Legal)	First Name (Legal)	Middle Name	Date of Birth	Primary Phone Number
Street Address		City	State	Zip Code
E-mail Address	Alternate Phone #	Driver's License or Photo ID #		State
Emergency Contact:		Relationship:		
Last Name	First Name	Primary Phone Number	Alternate Phone Number	

<b>Assignment Preference (complete all that apply):</b>		
Check if Interested	Program area and activity types:	Location or Region (NE, SE, NW, SW)
	<b>Youth or Adult Sports:</b> Soccer, Volleyball, Basketball, Softball, Baseball, T-Ball, Coach Pitch, Tumbling, Gymnastics, Dodgeball, Kickball, Special Events, etc.	Location (below):
Preferred Activity:		
	<b>Adaptive Recreation:</b> Inclusion Services for: Trips, Crafts, Social, Sports, Aquatics, Arts, Special Olympics, etc. or to assist individuals with: Physical Rehabilitation, Developmental Disabilities, Physical (Congenital), Mental Illness, Deaf/Hearing Impaired, Chronic Health Conditions	Location (below):
Preferred Activity:		
	<b>Active Older Adults:</b> Cards & Games, Clubs, Interest Groups, Luncheons, Education, Social Events, Tea Dances, Trips, Pickleball, Wii Tournaments, SilverSneakers, SilverSplash	Location (below):
Preferred Activity:		
	<b>Operational Support:</b> Light Maintenance & Custodial, Set-up & Break-down, Customer Service, Community Outreach, Advisory Committees, Greeting Public, Answering Phones, Directing Traffic	Location (below):
Preferred Activity:		
	<b>Arts &amp; Culture:</b> Drawing, Painting, Ceramics, Pottery, Sewing, Quilting, Knitting, Ornament or Card Making, Line or Ballroom Dance, Special Events, etc.	Location (below):
Preferred Activity:		
	<b>Fitness:</b> Group or Personal Training, Boot Camps, Aerobics, Yoga, Zumba, Core Fitness, Circuit Training, Wellness Checks, Education or Special Events, etc.	Location (below):
Preferred Activity:		
	<b>Youth Camps &amp; Events:</b> Holiday Parties, Kidwatch Childcare, Day / Summer Camps, Youth Game Nights, Gym Games, Crafts, Wii, Karaoke, Tutoring, Reading, Trips, Special Events, etc.	Location (below):
Preferred Activity:		
	<b>Aquatics:</b> Water Walking, Aqua-Aerobics, Swim Lessons, Stroke Improvement, Lifeguarding, Swim Coach, Stroke Judge, Heating Assignment, Timers, Awards, Set-up & Break-down or Special Events, etc.	Location (below):
Preferred Activity:		
	<b>Outdoor Recreation:</b> Environmental Education, Genesee Ropes Course, Ruby Hill Railyard, Fishing, Hiking, Snowshoeing, Skiing, Snowboarding, Teambuilding, Special Events, etc.	Location (below):
Preferred Activity:		



# Volunteer Application

## Background Verification, Waiver of Liability Qualifications & Certifications

### Initial Acknowledgement of Certification, Authorization & Background Verification Information

- I certify that all statements in my application and any other information (including that submitted via the electronic background check verification process) I have (or will) submit 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 the link to the electronic background check verification will expire in 5 days and must be completed in a timely manner and that I am not eligible to volunteer until I have received approval from [volunteers.recreation@denvergov.org](mailto:volunteers.recreation@denvergov.org) (no reply).
- 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 removal from my volunteer position. 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.

### Initial Acknowledgement of Release and Waiver of Liability: In consideration of being allowed to volunteer for CCD or DPR:

- I certify that I am able to perform the assignments associated with the volunteer position for which I am applying 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 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, liens, 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.

<b>Qualifications</b>
List ALL applicable skills and experience (ie: bilingual, coaching / instruction, customer service, custodial, horticulture) 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.):

**Initial Acknowledgement of Guidelines & Restrictions:**

- All Volunteers must submit verification of identification and complete the online background check verification annually (including 7 years' residency, social security verification, address trace, and statewide criminal records check for misdemeanor / felony arrests / convictions in all 50 states and a review against the sex and violent offender registry. A criminal conviction will not necessarily exclude the individual from consideration.
- All volunteers must sign (or initial) and agree to abide by the included terms of the application, background verification, waiver of liability, guidelines, restrictions, conduct, and responsibilities prior to engaging the public as a representative of DPR or CCD
- DPR does not accept volunteers under the age of 14 years. A parent/guardian of individuals ages 14-17 must sign this application and must complete and submit a Minor Background Screening Consent Form and a Consent to Request Consumer Report & Investigative Consumer Report Information
- DPR reserves the right to end a volunteer assignment 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

**Initial Acknowledgement of Volunteer Conduct Expectations:**

- Demonstrate good character and reputation; commit to responsibilities for the entirety of the volunteer assignment
- Conduct themselves professionally and appropriately; be courteous and engaging
- 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
- 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 promptly of any changes to criminal history

**Initial Acknowledgement of Volunteer Responsibilities:**

- Provide documentation of any required certifications or training and/or attend additional trainings 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 required for completion of the assignment; appropriately maintain equipment, spaces, or facilities as directed
- Provide inclusion services to participants requiring reasonable accommodations, as instructed by Adaptive Recreation

I hereby acknowledge that I have carefully read this document and that I fully understand its contents. Upon selection, I understand that should expect further 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 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 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> (if applicant is under the age of 18)		Date:	

<b>Print Staff Name:</b>		<b>Date Scanned to Recreation Volunteer email inbox:</b> <a href="mailto:volunteers.recreation@denvergov.org">volunteers.recreation@denvergov.org</a>	
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