

City of Sunny Isles Beach



Human Resources • 18070 Collins Ave, Sunny Isles Beach, Florida 33160
Phone (305) 792-1708 • Fax (305) 792-1563

Welcome to the City of Sunny Isles Beach Volunteer Program!

The City of Sunny Isles Beach appreciates your interest in volunteering. Your decision to donate time and effort as a volunteer is deeply appreciated, and we are confident that you will be a great asset in our program's operations.

The City of Sunny Isles Beach Volunteer Program is one of the best! There are a number of volunteer opportunities, such as office assignments, service events, and special projects that allow volunteers to give back in a fun and educational approach.

Volunteer times are flexible! The City offers volunteer opportunities seven days a week, so you volunteer when and where you can. Volunteers can choose to participate in short-term service events, special projects, community projects, or pledge long-term commitments. The City has an array of volunteer opportunities to fit your interests and busy schedule.

Benefits of Volunteering:

1. Fulfill community service requirements
2. Opportunity to give back
3. Encourage civic responsibility
4. Make a difference in your community
5. Strengthen and empower your community

Volunteers assisting the City are carefully screened and undergo a thorough selection process, which may include an extensive background check involving the following:

- Florida Criminal History Check
- Non-Florida Criminal History Check (if residency in the State of Florida is 5 years or less)
- Sexual Offender/Predator Check (if you are working with children or the elderly)
- Driver's License Check (if the position you are applying for requires driving a City vehicle)

The City strives to provide a well-rounded Volunteer Program throughout the year to meet the needs of all City residents.

Again, thank you for your interest in volunteering for the City of Sunny Isles Beach.

The City of Sunny Isles Beach does not discriminate in hiring or employment on the basis of race, color, sex, religion, national origin, disability, or age.



**City of Sunny Isles Beach
Volunteer Application**

18070 Collins Avenue, Sunny Isles Beach, FL 33160
(305) 792-1708 Phone (305) 949-3113 Fax

HR Date Stamp

APPLICANT INFORMATION

Last:		First:		Middle:	
Address:					
City:		State:		Zip Code:	
Phone Numbers:		Home:		Work:	
				Cell:	
Primary Email:			Secondary Email:		
Social Security No.:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
How did you hear about the Volunteer Program? <input type="checkbox"/> Friend/Relative <input type="checkbox"/> SIB Website <input type="checkbox"/> Internet/Other Website					
<input type="checkbox"/> Newspaper <input type="checkbox"/> TV/Radio <input type="checkbox"/> School <input type="checkbox"/> Other: _____					
Why are you volunteering? <input type="checkbox"/> School Requirement <input type="checkbox"/> Fun/Leisure <input type="checkbox"/> Work/Program Requirement <input type="checkbox"/> Court Ordered					

EMERGENCY & MEDICAL INFORMATION

Please provide two emergency contacts.

Last Name	First Name	Relationship	Primary Phone	Secondary Phone

List any medical or physical limitations/impairments that may limit your participation in volunteer activities.

EMPLOYMENT/SCHOOL INFORMATION

What is your status? <input type="checkbox"/> In School <input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Not Employed <input type="checkbox"/> Retired			
If you are in school, please check one. <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Other			
Employer/School Name:			
Employer/School Address:			
City:		State:	
		Zip Code:	

INTERESTS & SKILLS

What are your interests? <input type="checkbox"/> Children <input type="checkbox"/> Elderly/Seniors <input type="checkbox"/> Recreation/Athletics			
<i>Check all that apply.</i> <input type="checkbox"/> Special Events <input type="checkbox"/> Clerical/administrative <input type="checkbox"/> Mentoring/Tutoring			
What are your skills? <input type="checkbox"/> Bilingual <input type="checkbox"/> Computer Knowledge <input type="checkbox"/> CPR Certified <input type="checkbox"/> Sports Knowledge			
<input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____			
I want to volunteer for: <input type="checkbox"/> Summer Camp <input type="checkbox"/> Special Events <input type="checkbox"/> Movie Nights <input type="checkbox"/> Afterschool Program			
<input type="checkbox"/> Sports Program <input type="checkbox"/> Family Fun Day <input type="checkbox"/> Egg Scramble <input type="checkbox"/> Boogie by the Beach			
<input type="checkbox"/> Sunny Serenade <input type="checkbox"/> Winter Festival <input type="checkbox"/> Office Assistant <input type="checkbox"/> Country Western Day			
<input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____			

VOLUNTEER INFORMATION

Number of hours to be completed?

Deadline to Complete Hours?

What days are you available to volunteer?

Check all that apply.

Weekday Mornings Weekday Afternoons Weekday Evenings Saturdays Sundays Other

VOLUNTEER PROGRAM TERMS AND CONDITIONS

Check one.

I am 13 – 14 Years Old 15 - 17 Years Old 18 years or older

If Applicant is under 18, parent or legal guardian must also execute agreement.

- I understand and fully acknowledge that, in volunteering for the City of Sunny Isles Beach, I am entering an AT-WILL relationship and that this relationship can be terminated at any time by me or the City for good cause, bad cause, or no cause at all.
- I understand that I am not an employee of the City and will not receive payment for my volunteer services.
- I understand that volunteers are covered by state liability protection (Chapter 768.28FS).
- I understand that as a volunteer I am covered under the Worker Compensation Laws of the State of Florida as outlined in Section 440 of the Florida Statutes, and I agree to immediately notify my supervisor if I am injured in the performance of my volunteer duties.
- I know of no reason, medical or otherwise, which would prevent me from performing the tasks for which I have volunteered.
- I understand I will perform my services in compliance with all the rules, regulations, and policies of the City and State of Florida, either published or in effect by usage.
- I understand that if I am unable to fulfill a scheduled time for any reason, I am to notify my supervisor as soon as possible.
- I understand that by volunteering, I am not guaranteed any special consideration for any future employment with the City, should I ever apply for a position.
- I understand that I may come in contact with sensitive client information and that this information is confidential and not to be repeated.
- I understand that as a volunteer I am not allowed to operate any power equipment, drive City vehicles, handle City funds, supervise City employees, provide "life guarding" services, or use/handle pesticides, herbicides or other hazardous chemicals. Exceptions to these restrictions must be approved in writing by the Department Director.
- I authorize the City to film and/or photograph the participant in such events for use in publicizing the events.
- I understand that all City-supplied property shall be returned, upon termination of volunteer service.

SOCIAL SECURITY NUMBER COLLECTION POLICY

The City of Sunny Isles Beach collects your Social Security number for the following purposes: Classification of Accounts; Identification and Verification; Credit Worthiness; Billing and Payments; Data Collection, Reconciliation, and Tracking; Benefit Processing; and Tax Reporting. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes.

CRIMINAL BACKGROUND CHECK

- I understand that the City reserves the right to screen volunteers and will not accept as a volunteer anyone who would jeopardize any aspect of service or the safety of staff and customers.
- ***If Applicant is under 18, I hereby authorize the City to view Applicant's juvenile records to the extent allowed by Florida Statute Section 985.04.***
- Have you ever entered a plea of Nolo Contendere (no contest), a plea of Guilty, been placed in pre-trial intervention program or on probation, or been fined in a criminal proceeding? Yes No
- Have you ever received an adjudication of guilt, had adjudication withheld, had a criminal case result in a nolle prosequi ("nol pros"), or had a criminal record sealed or expunged? Yes No

If you answered yes to any of the above, you must provide, when requested, a written explanation and certified Clerk of the Court documents to Human Resources, for each arrest.

