

City of Sunny Isles Beach

Volunteer Opportunities

The City of Sunny Isles Beach is looking for dedicated, hard working, and highly motivated students who have a desire to give back to their community in a fun and educational approach. There are a wide range of volunteer opportunities available with varying shifts and commitments to best fit your schedule, needs, and interests.

Special Events Volunteer

Adult & Youth Recreation Volunteer

Adult & Youth Athletics Volunteer



Afterschool Program Volunteer

Community Outreach Volunteer

Administrative Volunteer

Don't delay as positions are limited and interviews are done only on a quarterly basis.

Applications are available online at www.sibfl.net or in person at:

Sunny Isles Beach Government Center

Pelican Community Park

18070 Collins Avenue, Sunny Isles Beach, FL 33160 18115 North Bay Road, Sunny Isles Beach, FL 33160

For more information, please contact Cultural & Community Services at 305.792.1706 or Kathy Fernandez via email at kfernandez@sibfl.net



Florida's riviera
CITY OF SUNNY ISLES BEACH



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)

Volunteers under the age of 18 are required to obtain parental/legal guardian consent in order to participate in the volunteer program. Additionally, volunteers under the age of 18 are required to submit a copy of their latest report card and a teacher's letter of recommendation with their application.

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? In School Employed Self Employed Not Employed Retired

If you are in school, please check one. Middle School High School College Other

Employer/School Name:

Employer/School Address:		
	City:	State:
		Zip Code:

PREVIOUS VOLUNTEER INFORMATION

Organization Name:	Contact Person:
Duties:	Contact Number:
	Volunteer Dates:
Organization Name:	Contact Person:
Duties:	Contact Number:
	Volunteer Dates:

PREVIOUS EMPLOYMENT INFORMATION

Current or Last Employers:	Contact Person:
Duties:	Contact Number:
	Employment Dates:
Name of Employer:	Contact Person:
Duties:	Contact Number:
	Employment Dates:

INTERESTS & SKILLS

What are your interests? Children Elderly/Seniors Recreation/Athletics
Check all that apply. Special Events Clerical/administrative Mentoring/Tutoring

What are your skills? Bilingual Computer Knowledge CPR Certified Sports Knowledge
 Other: _____ Other: _____

I want to volunteer for: Summer Camp Special Events Movie Nights Afterschool Program
 Sports Program Family Fun Day Egg Scramble Boogie by the Beach
 Sunny Serenade Winter Festival Office Assistant Country Western Day
 Other: _____ Other: _____

VOLUNTEER INFORMATION

Number of hours to be completed?	Deadline to Complete Hours?
What days are you available to volunteer? <i>Check all that apply.</i>	
<input type="checkbox"/> Weekday Mornings <input type="checkbox"/> Weekday Afternoons <input type="checkbox"/> Weekday Evenings <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> 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.

RELEASE AND INDEMNIFICATION AGREEMENT

I hereby certify that all information provided by me is true and correct to the best of my knowledge and any misrepresentation or omissions of fact, misleading or false information on my part will be grounds for dismissal as a volunteer. Acceptance as a volunteer is contingent upon satisfactory references, verification of the information submitted on this application and satisfactory completion of mandatory requirements, which may include drug screening and criminal background check. I authorize that all employers, schools, or references thus contacted be released from all liability in answering questions related to my application. I therefore authorize you to make such investigations and inquiries you deem necessary in arriving at a decision to accept me as a volunteer.

In consideration of the opportunity afforded me to participate as a volunteer, I do hereby knowingly, freely and voluntarily release, waive, discharge, indemnify and hold harmless the CITY OF SUNNY ISLES BEACH, its officers, employees, agents and volunteers from any and all liability, losses, expenses, damages, claims, causes of actions or judgments, including without limitation attorneys' fee and court costs, which may be sustained by me and /or my family directly or indirectly in connection with , or which may arise out of, my participation as a volunteer, **except for acts that are attributable to the sole negligence or with misconduct of the City of Sunny Isles Beach including its officers, agents, employees or volunteers.** I further agree not to present myself as an officer, agent or employee of the CITY OF SUNNY ISLES BEACH and acknowledge that I am participating as a volunteer for the City on my own time and outside the scope of my employment, and that I am not **entitled** to any City stipend or fringe benefits. I further agree that any vehicle that I drive to, from, or during a volunteer activity is not property of or an instrumentality of the City but rather my own property. I acknowledge that the City will not be responsible or liable for **any** personal injury or property damage caused in whole or in part by my personal vehicle.

I have read this Release & Indemnification Agreement and fully understand **its terms and conditions.** I further understand that I have given up substantial rights by signing this form and have signed it freely and without any inducement or assurance of any nature and intend it to be **a** complete and unconditional release of, and indemnification from, any and all liability to the greatest extent permitted by law and agree that if any portion of this Release & Indemnification Agreement is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

My signature indicates that I have read, understand, and agree to the Release and Indemnification Agreement and to the Volunteer Program Terms and Conditions and information delineated in this application.

Signature of Applicant: _____ **Date:** _____

PARENTAL CONSENT

If Applicant is under 18, parental/legal guardian consent to the Applicant's participation in the Sunny Isles Beach Volunteer Program is required.

Dear Parent/Legal Guardian,

Your minor child _____ is applying for a volunteer or employment position with the City of Sunny Isles Beach. Part of the employment/volunteer screening process includes background checks and pre-employment medical and drug testing. Additionally, volunteers and employees are required to sign and adhere to various employment-related City policies and procedures.

Background checks are processed through the Florida Department of Law Enforcement (FDLE) Volunteer & Employee Criminal History Systems (VECHS) at no cost to you. Please note that employment and/or volunteer appointment is conditioned upon the successful completion of the employment screening process.

At this time, we are requesting your authorization to have your minor child processed through our employment process, which includes the following:

Screenings & Background Checks

- 1. Pre-Employment Medical and Drug Testing Screenings
- 2. FDLE VECHS Fingerprinting (Criminal Background Check)

City Policies and Consent Forms to be executed

- 1. Applicant Consent and Authorization
- 2. Employment Inquiry Release
- 3. Job Applicant/Employee Consent to Drug Testing
- 4. Drug-Free Workplace Police Summary and Acknowledgement
- 5. Social Security Number Collection
- 6. Computer Networking and Electronic Mail/Internet Use Policy
- 7. Sexual and Other Harassment Policy
- 8. Public Employees Oath of Office
- 9. Affidavit of Good Moral Character
- 10. Compensatory Policy
- 11. Workers Compensation Medical Management Agreement Acknowledgement

Consent to Treatment. I authorize such physician or medical staff as the City may designate to carry out any minor medical treatment deemed necessary, or to take the Applicant to the emergency room of the nearest hospital for treatment, if necessary.

Participation In Voluntary Program. I hereby give my consent for my child or the child under my legal guardianship to participate in the City of Sunny Isles Beach Volunteer Program. I acknowledge that my child or the child under my legal guardianship is not entitled to any City Compensation or fringe benefit for this activity

By signing below as parent/legal guardian, you are agreeing to the Terms and Conditions; Release and Indemnification Agreement; Consent to Treatment; Participation in Voluntary Program; and Employment Screening (Background and Fingerprinting) sections contained and set forth in this application.

Signature of Parent/Legal Guardian

Date

Printed Name of Parent/Legal Guardian

Telephone Number: