

# Attachment A

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04-524

**MONTEREY COUNTY BOARD OF SUPERVISORS**

<b>MEETING:</b> March 30, 2004 Consent	<b>AGENDA NO:</b> 29
<b>SUBJECT:</b> Approve the amended Application and Letter of Understanding for the Monterey County Parks Department's Live-on Volunteer Program.	
<b>DEPARTMENT:</b> Parks	

**RECOMMENDATION:**

Approve the amended Application and Letter of Understanding for the Monterey County Parks Department's Live-on Volunteer Program

**SUMMARY/DISCUSSION:**

For many years, the Parks Department has utilized a rather popular program involving Live-On Volunteers to supplement paid staff members in providing for a quality visitor experience in the County Park system. The program utilizes an application process that relies on applicant-supplied information, supplemented by reports and documentation supplied by third parties and government agencies. From time to time, the application, process, and program itself are subjected to in-house review to ensure that all remain current and viable in the face of changing needs, circumstances, and program experience. When it is necessary to modify the application and Letter of Understanding, it is returned to your Board for review and approval.

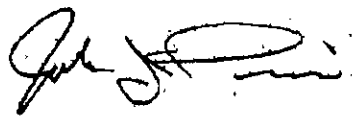
On September 7, 1976 (Minute Book 34) and May 19, 1981 (Minute Book 45) your Board approved the Parks Live-On Volunteer Application, Letter of Understanding. Since that last revision and approval by your Board, minor changes to the program and administrative concerns regarding the need for clarification of responsibilities, rights, and limitations of the program have resulted in this request to update the Application and Letter of Understanding. By approving these changes, as set forth in the attached exhibit, the program will benefit from improved standards of review of applicants, a more informed applicant pool, and a more definitive expectation of the parties to the Letter of Understanding.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has approved the attached Live-On Volunteer Application, Letter of Understanding, and Board Order.

**FINANCING:**

There is no cost to the County General Fund as a result of this action.



John J. Pinlo  
Director of Parks

Prepared by: Richard Higgins, Parks Area Manager - North County

Attachments: Sample Board Order  
Live-on Volunteer Application  
Letter of Understanding



# MONTEREY COUNTY PARKS DEPARTMENT VOLUNTEER PROGRAM

## APPLICATION

DATE: \_\_\_\_\_

NAME

LAST

FIRST

MI

HOME ADDRESS

NUMBER AND STREET

CITY

STATE

ZIP CODE

HOME PHONE

CELL PHONE

CELL PHONE

SOCIAL SECURITY NUMBER

SOCIAL SECURITY NUMBER

DRIVERS LICENSE

DRIVERS LICENSE

STATE

STATE

EXP. DATE

EXP. DATE

BIRTHDATE

BIRTHDATE

### DEPARTMENT OF MOTOR VEHICLES REPORT

All volunteers accepted by the Parks Department may be required to operate County of Monterey vehicles. Therefore, we require that all prospective volunteers attach a current original DMV report to their application. Applications sent without DMV reports will be rejected.

SPOUSE'S NAME

LAST

FIRST

MI

(If spouse volunteers, they must also complete an application)

HEALTH HISTORY: Do you have any HEALTH, MEDICAL, or PHYSICAL PROBLEMS that will affect your job performance? Yes  No

If "yes" explain: \_\_\_\_\_

How did you hear about the Volunteer Program? \_\_\_\_\_

TYPE OF VOLUNTEER POSITION:  Live-On  Community  Project  Returning

PREFERRED PARK:  Toro  San Lorenzo  Lake San Antonio  Jacks Peak  Lake Nacimiento  Laguna Seca Recreation Area  Royal Oaks  Manzanita

HOURS PER WEEK:  1-10 (Project Volunteer)  20-30 (Minimum for Live-On Volunteers)  10-20 (Project Volunteer)  30-40

ESTIMATED LENGTH OF STAY:  3 months  Longer than 3 months

RIG TYPE/LENGTH \_\_\_\_\_ SLIDE-OUTS? \_\_\_\_\_

DESIRABLE STARTING DATE: \_\_\_\_\_  
Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

DEPARTMENTAL USE ONLY  
Start Date: \_\_\_\_\_  
Facility Assigned: \_\_\_\_\_  
Assigned Site: \_\_\_\_\_  
DMV Report Rec'd: \_\_\_\_\_  
Previous Participation: \_\_\_\_\_  
Date Training Completed: \_\_\_\_\_  
Comments: \_\_\_\_\_

Occupations and/or previous volunteer work experience with descriptions of duties:

From _____ Month/Date	Title _____
To _____	Duties _____
Reason for leaving: _____	

From _____ Month/Date	Title _____
To _____	Duties _____
Reason for leaving: _____	

From _____ Month/Date	Title _____
To _____	Duties _____
Reason for leaving: _____	

IF YOU HAVE SKILLS IN THE FOLLOWING AREAS, PLEASE CHECK THE BOX:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> AUTO MECHANICS | <input type="checkbox"/> ELECTRICAL                | <input type="checkbox"/> OTHER VOLUNTEER EXPERIENCE |
| <input type="checkbox"/> CARPENTRY      | <input type="checkbox"/> LANDSCAPING               | <input type="checkbox"/> PAINTING                   |
| <input type="checkbox"/> CLERICAL       | <input type="checkbox"/> LAWN MAINTENANCE          | <input type="checkbox"/> PLUMBING                   |
| <input type="checkbox"/> COMPUTER       | <input type="checkbox"/> MONEY HANDLING EXPERIENCE | <input type="checkbox"/> RESTROOM MAINTENANCE       |

Briefly explain why you want to volunteer and what kind of park work you would like to do.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Emergency contact (other than your spouse):

Name _____	Relationship _____	Phone Number _____
Address _____		City, State, Zip Code _____

Signature of Applicant _____	Date _____
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**MONTEREY COUNTY PARKS DEPARTMENT  
VOLUNTEER SERVICE LETTER OF UNDERSTANDING**

As a Park Volunteer you will be required to conduct yourself in the same responsible manner of personal conduct as is required of other park personnel. You are considered to be an unpaid staff member of the Parks Department. You will report directly to the Senior Ranger (or Volunteer Coordinator), who will assign your respective duties and work schedule with your mutual agreement. This Letter of Understanding may be terminated at any time by either party.

As a Volunteer, you have certain rights and can expect these rights to be upheld by the Parks staff. If you feel your rights are being violated, speak with your Senior Ranger and/or the Volunteer Coordinator. Your basic rights are as follows:

1. You complement the paid staff.
2. You are to have adequate orientation and training to perform your duties satisfactorily.
3. You are to have adequate supervision.
4. You are to have adequate and safe working conditions.
5. You are to be treated with the same respect as paid employees.
6. You are to be kept informed about policies and procedures of the Parks Department that pertain to your volunteer activities.

In addition to your rights, you have certain responsibilities to the Parks Department, Volunteer Coordinator, staff, and yourself. You owe it to them and yourself to carry out the following responsibilities:

1. Be able to work well with other people.
2. Be dependable and reliable.
3. You and your campsite must be neat and clean in appearance at all times.
4. Be responsible to the Senior Ranger/Supervisor and notify him/her when you cannot work as scheduled.
5. Accept supervision from Parks Department staff.
6. Carry out your duties and ask for assistance whenever you need it.
7. Maintain confidentiality when appropriate.
8. Make suggestions for improvements.
9. Follow established policies and procedures of the Parks Department.

As a County Park Volunteer, you will be provided with accident insurance, which will provide \$2,500 Medical Benefits; \$5,000 Accidental Death and Dismemberment Benefits, with \$25.00 per accident deductible. This will cover you during the hours you are actually volunteering your services at the Park to which you are assigned.

If you do incur an injury during your volunteer hours, you must immediately notify a Ranger and complete the Parks Department accident report. The Ranger will let you know where these reports are kept. It is your responsibility to report all injuries and accidents as they happen.

All nonpaid employees must fill out time cards on a daily basis (service groups and organizations should only fill out the long form for project volunteers, with total number hours worked and total number of people).

If you will be operating your own private motor vehicle as part of your volunteer duties, you must file a certification of insurance (\$100,000 liability).

**ADDITIONAL REQUIREMENTS FOR LIVE-ON VOLUNTEERS**

1. This is a *temporary, indefinite* position and is not a *permanent* position. Volunteers agree to vacate the park upon request and immediately upon the expiration of your volunteer status.
2. Volunteers must have a self-contained trailer, fifth wheel or motor home. Mobile homes, house trailers, or construction trailers will not be allowed. All volunteer living units must be approved by the Supervising Ranger prior to being sited at a park unit. The site may only be used as the private residence of the Volunteer and her/his immediate family, and may not be sublet or assigned to another.
3. Recreational vehicle skirting (excluding canvas skirting), fencing, storage areas or sheds will not be allowed. Some landscaping with prior approval of the Supervising Ranger may be permitted.
4. This program is *not* designed to accommodate children; the provided site is limited to no more than two (2) adult residents. Occasional, infrequent overnight visitors and guests may be allowed if the Volunteer's obligations are not impaired, the accommodations are appropriate, and there is no additional expense to the County.
5. Pets are only allowed with the written approval of the Supervising Ranger. Dogs must have current certificate of rabies and be leashed at all times when outside your rig.
6. Volunteers, spouses, and their guests must abide by all rules, regulations, and policies of the facility and the Volunteer program, and act in a manner that will not cause embarrassment or discredit to the County. Altercations, disturbing the peace, intoxication, drug usage, careless operation of County or privately owned vehicles and any other acts of indiscretion will be grounds for termination of the volunteer status.
7. Volunteer shall not keep or have on the premises any article or thing of a dangerous inflammable or explosive character (personal firearms excepted if existence is disclosed to facility supervising ranger prior to establishing live-on status; failure to disclose may warrant termination from the program).
8. County shall provide the following basic utilities at no cost to the participant: sewer, potable water, and 110 volt/30 amp mini electrical service. Volunteer shall be responsible for any other desired utility service costs.

**THIS LETTER OF UNDERSTANDING MAY BE TERMINATED AT ANY TIME BY EITHER PARTY.**

START DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ASSIGNED PARK/SITE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ An I.D. card will be issued with this expiration date. Please contact your Volunteer Coordinator two weeks before date of expiration. This I.D. card must be turned in at the time of termination.

As assigned by Department personnel, I will comply with all policies, procedures, rules, regulations, directives and instructions provided by the Volunteer Coordinator or Senior Ranger. By entering into this understanding, I acknowledge that I am a Volunteer of the Parks Department and will receive accident insurance coverage only (in the amount of \$2,500 medical benefit, \$5,000 accidental death and dismemberment benefit, with a \$25.00 per accident deductible, in lieu of Workman's Compensation) and will not receive a salary or wages. I will conduct myself in accordance with those standards set forth for the regular Department employees. I have read and understand the Volunteer Guidelines and agree to all of the policies and conditions set forth.

VOLUNTEER SIGNATURE _____	DATE _____
SUPERVISING RANGER SIGNATURE _____	DATE _____
PARK MANAGER SIGNATURE _____	DATE _____

**ALL SIGNATURES MUST BE OBTAINED BEFORE VOLUNTEER STATUS IS OFFICIAL**

This Letter of Understanding is entered into pursuant to Board of Supervisors Order of September 7, 1976 (Minute Book 34) and May 19, 1981 (Minute Book 45) and



# Monterey County

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1st Floor  
Salinas, CA 93901  
831.755.6068

## Legislation Details

**File #:** 04-564                      **Name:**  
**Type:** Minutes                      **Status:** Passed  
**File created:** 3/30/2004              **In control:** Board of Supervisors  
**On agenda:** 3/30/2004              **Final action:** 3/30/2004  
**Title:** Approve the amended Application and Letter of Understanding for the Monterey County Parks Department's Live-on Volunteer Program. Approve the amended Application and Letter of Understanding for the Monterey County Parks Department's Live-on Volunteer Program.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report

Date	Ver.	Action By	Action	Result
3/30/2004	1	Board of Supervisors	approved	