



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 \_\_\_\_\_

X \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **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. This will cover you during the hours you are actually volunteering your services at the Park to which you are assigned. Specifics will be provided separately.

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 min. 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 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.

X  
\_\_\_\_\_  
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 March 30, 2004.

Revised December 2008