

I would like to volunteer as a:			
Police Reserve	<input type="checkbox"/>	Park Ranger	<input type="checkbox"/> (please see job description)
Fire Fighter	<input type="checkbox"/>	Park Maintenance	<input type="checkbox"/> (please see job description)
Other _____	<input type="checkbox"/>	Capella Docent	<input type="checkbox"/> (please see job description)

Agreement and Signature	
I understand that I may be required to verify any and all information given on this application.	
I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of volunteering, or immediate termination of a volunteer assignment.	
I understand that an in-depth background check may be conducted prior to volunteering with the City of Brookings. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, or credit check in order to determine suitability for volunteering. (You will be contacted again if an in-depth background check is utilized.)	
I authorize representatives of the City of Brookings to contact the employers and references listed in this application (or otherwise provided by me), and any other person as developed through these contacts in order to determine my suitability for volunteering. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if assigned to a volunteer position, my volunteer relationship with the City of Brookings is for no definite period and the relationship may be terminated at any time and without prior notice by either party.	
I understand that my assignment as a City of Brookings Volunteer will not be compensated either monetarily or by any fringe benefits afforded to regular employees of the City of Brookings, including but not limited to Oregon Workers Compensation Insurance.	
Name (printed)	
Signature	
Date	

Our Policy

It is the policy of the City of Brookings to fill volunteer vacancies with the most qualified applicants. Volunteer applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, sex, sexual orientation, veteran status, military status, association with members of a protected class, or any other protected class or work relationship recognized by Oregon or federal law.

Thank you for completing this application form and for your interest in volunteering with us!



**City of Brookings
Volunteer Application**

**898 Elk Drive, Brookings, OR 97415
541-469-2163**

To Whom It May Concern

I respectfully request and authorize you to furnish the City of Brookings with any and all information that you may have concerning me, my employment, volunteer, and educational records.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested.

Date of Birth: _____ (for purpose of background check only)

Print Name

Signature

Date



VOLUNTEER PARK RANGER

GENERAL STATEMENT OF DUTIES:

The main responsibility of a Park Ranger is protecting and monitoring designated outdoor areas. Park Rangers patrol the grounds and ensure that pedestrians, hikers and other visitors are following the rules and do not disrupt the natural environment or fellow guests. Rangers may be responsible for giving guided tours or presentations of the park. They also provide guests with maps and areas of interest and inform of areas that are off-limits. They might be called on to initiate conservation efforts.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Parks & Technical Services Supervisor.

KEY DUTIES:

- Performs regular patrols in designated parks and public open spaces throughout the City of Brookings. Report any problems like blocked trails and noting potential risks like overflowing drainage and streams
- Performs park building and restroom condition checks and reports any vandalism and or emergency cleaning duties required.
- Greet park visitors, explain the rules of the park.
- Upon request prepare and submit summary reports regarding park incidents observed by Rangers.
- Distributes fliers, informational brochures, and press releases as needed to park visitors.
- Establishes and maintains effective relationships with co-rangers, and elected/appointed officials.
- Interacts positively with the general public.

KNOWLEDGE OF: Hand held radio communication. Rules of effective English usage and grammar; City Staff operations, organization, ordinances, policies and procedures related to the position.

ABILITY TO: Follow written and oral instructions; Organize and summarize information; establish priorities and organize own work load; maintain confidentiality; establish and maintain effective working relationships with management, employees and the general public; meet and deal with the public courteously and tactfully; communicate effectively both verbally, by telephone, and in writing.

SKILL IN: Modern office procedures, methods, computer document processing, municipal organizational structure, functions, and operation; principles and practices of organization and administration; copying and reproduction.

Demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to volunteer on Saturdays, Sundays, and holidays and at odd or irregular hours; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

Physical strength, endurance, and agility; mentally alert; physically sound; hearing sufficient to perform the essential functions of the job;

EDUCATIONAL REQUIREMENTS: Minimum high school graduate or equivalent education.

A criminal background check is required. Key traits include writing and speaking skills, an interest in helping people.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess this license will be admitted to the examination, but they must secure the license prior to appointment.)

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Public Works and Development Services Department
Job Title: Volunteer Park Ranger
Reports To: Director of Public Works and Development Services

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions				
Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				70
SORTING	18			10
STOOPING				3
STANDING				10
WALKING				50
WORD PROCESSING	12			5

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

Mental Aptitudes Table		
Designated Function	% Time	Aptitude Level
WRITING	25	2
READING	20	1
REASONING	50	1
MATHEMATICS	25	2
VERBAL	20	2

Note: Percentages may exceed 100% because functions may occur simultaneously.

Basic Acutities	
Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	2

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity and aptitude levels are established **after** reasonable accommodations are provided.



PARK MAINTENANCE VOLUNTEER

GENERAL STATEMENT OF DUTIES:

Performs all aspects of park and trail maintenance as assigned by the Parks and Planning Manager, work leader, or designee.

KEY DUTIES:

- Litter and debris removal
- Removal of invasive plant species
- Clear brush and fallen trees from trail corridors.
- Interacts positively with the general public.
- Alert City Staff of any damages or irregular occurrences in the park.

KNOWLEDGE OF: The use of hand gardening tools; rules of effective English usage and grammar; City Staff operations, organization, ordinances, policies and procedures related to the position.

ABILITY TO: Learn and perform trail maintenance and construction; Safely use heavy hand tools associated with trail and park maintenance and construction; Follow written and oral instructions; establish and maintain effective working relationships with fellow volunteers and the general public; meet and deal with the public courteously and tactfully; communicate effectively.

Demonstrate interest in volunteer work, philosophy, and principles; conform to departmental personal appearance standards; willingness to volunteer on Saturdays and Sundays. Satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy. Mentally alert and physically sound as well as hearing sufficient to perform the essential functions of the job.

EDUCATIONAL REQUIREMENTS: High school graduate or equivalent education.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Public Works and Development Services Department
 Job Title: Park Maintenance Volunteer
 Reports To: Parks & Technical Services Supervisor

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING				0
DIALING				0
FILING				0
KNEELING				10
LIFTING				40
REACHING				30
SITTING				10
SORTING				0
STOOPING				5
STANDING				80
TYPING				0
WALKING				50
WORD PROCESSING				0

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

Mental Aptitudes Table

Designated Function	% Time	Aptitude Level
WRITING	10	2
READING	50	1
REASONING	50	1
MATHEMATICS	10	2
VERBAL	100	1

Note: Percentages may exceed 100% because functions may occur simultaneously.

Basic Acuties

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	3
TASTE	3
SMELL	2

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3



CAPELLA DOCENT VOLUNTEER

GENERAL STATEMENT OF DUTIES:

Open Capella, greet visitors, answer questions related to the Capella, park area, and be able to provide general information in response to inquiries about the local area. Volunteers must have outstanding social skills, be friendly, and well-spoken. Must maintain basic knowledge of local and regional points of interest, upcoming event schedule, professional attitude and appearance.

KEY DUTIES:

- Open and close Capella on scheduled days.
- Greet visitors with information on the Capella and Azalea Park; be able to provide general information on local attractions, events, accommodations, restaurants, historical landmarks, and recreational facilities.
- Assist in maintaining Capella by sweeping inside and outside patio area, spot washing windows, watering plants, maintaining informational brochures and books on display.
- Recruit volunteers for additional Capella coverage.
- Interacts positively with the general public.
- Alert City Staff of any Capella damages or irregular occurrences.

KNOWLEDGE OF: Rules of effective English usage and grammar; City Staff operations, organization, ordinances, policies and procedures related to the position; local and regional points of interest.

ABILITY TO: Follow written and oral instructions; establish and maintain effective working relationships with fellow docents and the general public; meet and deal with the public courteously and tactfully; communicate effectively.

Demonstrate interest in volunteer work, philosophy, and principles; conform to departmental personal appearance standards; willingness to volunteer on Saturdays and Sundays. Satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy. Mentally alert and physically sound as well as hearing sufficient to perform the essential functions of the job.

EDUCATIONAL REQUIREMENTS: High school graduate or equivalent education.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Public Works and Development Services Department
 Job Title: Capella Docent Volunteer
 Reports To: PWDS Administrative Assistant

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions				
Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING				0
DIALING				0
FILING				0
KNEELING				5
LIFTING				0
REACHING		3		5
SITTING				60
SORTING				0
STOOPING				5
STANDING				60
WALKING				50
WORD PROCESSING				0

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

Mental Aptitudes Table		
Designated Function	% Time	Aptitude Level
WRITING	10	2
READING	50	1
REASONING	50	1
MATHEMATICS	10	2
VERBAL	100	1

Note: Percentages may exceed 100% because functions may occur simultaneously.

Basic Acutities	
Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	3
TASTE	3
SMELL	2

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3

CAPELLA DOCENT VOLUNTEER

- I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied. I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services.
- I understand that I will have the use of a City provided cell phone while on duty at the Capella and that I may be responsible for picking the cell phone up at the Police Department before my shift, turning it into the Police Department after my shift, or giving the phone to the next Docent following my shift, whichever is applicable. I further understand this phone is not for my personal use, and is to be used only when I must contact other Docents, City staff to report an issue, or in an emergency situation.
- I understand that I may be required to verify any and all information given on this application.
- I certify that all information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of volunteering, or immediate termination of a volunteer assignment.
- I understand an in-depth background check may be conducted prior to volunteering with the City of Brookings. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, or credit check in order to determine suitability for volunteering (you will be contacted again if an in-depth background check is utilized).
- I authorize representatives of the City of Brookings to contact references listed in this application (or otherwise provided by me), and any other person as developed through these contacts in order to determine my suitability for volunteering. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if assigned to a volunteer position, my volunteer relationship with the City of Brookings is for no definite period and the relationship may be terminated at any time and without prior notice by either party.

Submit completed applications by mail or in person to the Visitor Counter at 898 Elk Drive, Brookings, OR 97415. Visitor Office hours: Monday – Friday, 9 am-1 pm & 2-4:30 pm.