

VOLUNTEER PROGRAM OUTLINE

~ Please keep this first page for your reference ~

Application Process

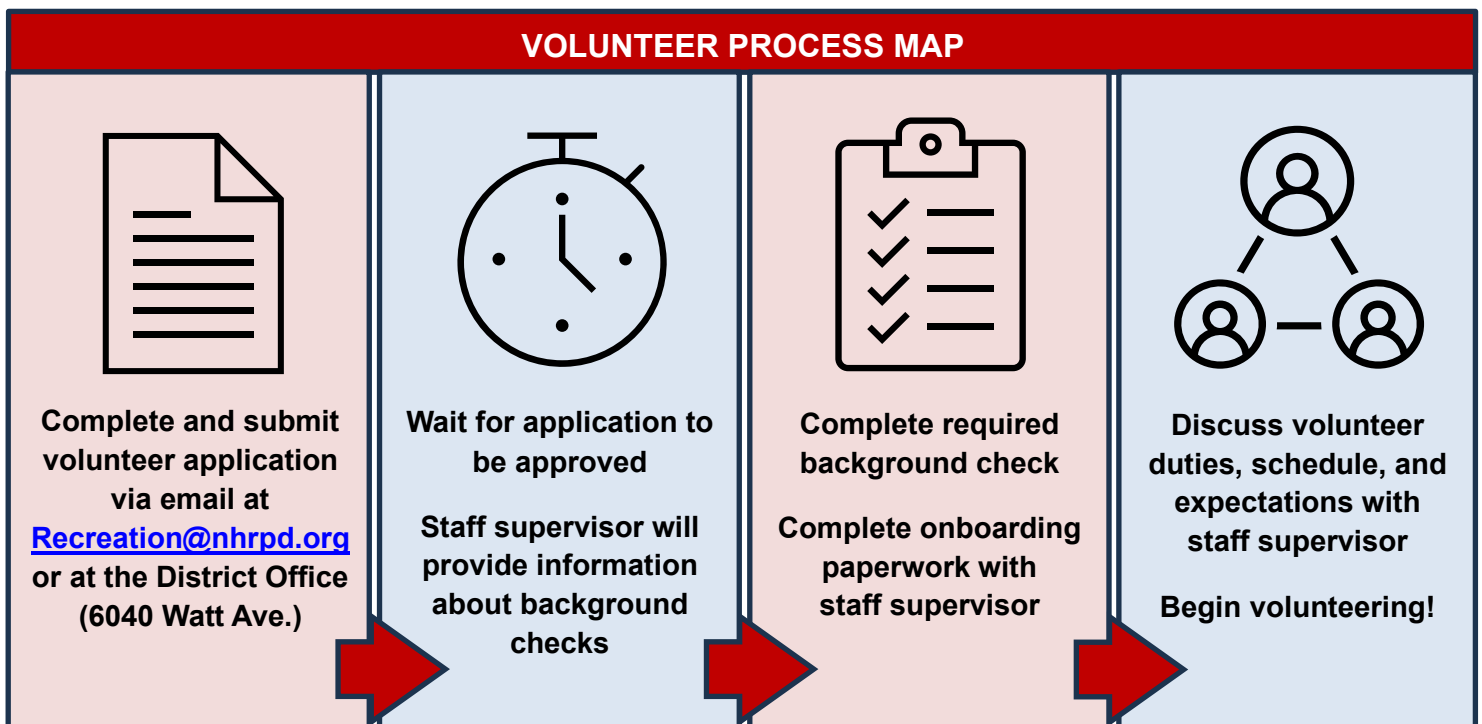
1. Complete the volunteer application. This can be found on www.nhrpd.org/volunteer.
2. Submit the completed application via email at Recreation@nhrpd.org or in-person at the NHRPD District Office at 6040 Watt. Ave. North Highlands CA, 95660.
3. Application will be sent to the appropriate NHRPD staff supervisor.
4. Applicants will wait to be notified of volunteer status.

Background Check and Onboarding Process

1. If the applicant's application is approved, the staff supervisor will contact the applicant to complete a background check.
 - a. ALL volunteer applicants must complete a background check before starting their duties.
2. Once the applicant's background check is cleared, the staff supervisor will contact the applicant to schedule an appointment to complete the onboarding paperwork.

Placement Process

1. Staff supervisor will communicate via email, phone call, or set up a meeting with the applicant to discuss the volunteer duties, schedule, and expectations.
2. Applicant will begin volunteer duties at the designated date(s) and time(s).





North Highlands Recreation and Park District Volunteer Application

AREAS OF INTEREST DESCRIPTIONS

Youth Sports Coach (Head Coach and Assistant Coach)

Responsible for supervising and instructing participants during practices and games. Planning and implementing practice drills for weekly practice. Actively coaching teams during weekly games. Demonstrate and guide participants in various skills and fundamentals of play. Communicate with staff, participants, and parents in a professional manner. Volunteer coaching generally requires 2-3 hours commitment per week for 8 weeks – one practice and one game per week.

Scorekeeper (Basketball)

Set and manage clock during games. Set clock at the beginning of each quarter with correct time. Keep score on the clock for each team during the game. Communicate with officials to ensure accurate information. Track other relevant statistics (fouls, timeouts, player participation, final score, etc.) in scorebook. Scorekeeper generally requires 3-4 hours commitment on game days (once per week).

Special Events

NHRPD offers multiple community events throughout the year. If you were to volunteer at these events, you would be assisting staff in set-up, clean-up, activity stations such as arts and crafts, interacting with the community and any other duties as assigned. Each event is a little different and offers new opportunities! Events generally require 4-hour time commitments.

Senior Programs (55+ years)

Programs may include bingo, field trips, Harvestime, and specialty classes. Duties may include setting up various arts and crafts, leading or assisting in games and activities, accompanying seniors on day trips, assisting program leads, and other duties as needed. Depending on the program, generally requires 1-4 hours commitment per program day.

Specialty Programming (0 – 5 years)

These programs include a wide range of activities including Parent & Me classes, Pee Wee Sports and Special Events such as Superheroes and Snacks. Each program is different and requires different skill sets such as reading books out loud, assisting in pee wee athletic classes, arts & crafts and more. Depending on the program, generally requires 2 – 3-hour time commitment per program per day.

Specialty Programming (6 – 12 years)

Programming for this specific age group includes Day Camps, After School Program, Cooking Classes, Skills and Drills and more! Duties may include leading games and enrichment activities, assisting in skills and drills athletic programs, leading recipes and more. Depending on the program, generally requires 2 – 4-hour time commitment per program per day.

Specialty Programming (13 – 17 years)

These programs may include Teen Job Workshops, special interest classes such as, Dungeons and Dragons, Teen Nerf Nites, and Sport Programs. Each program is different and requires different skill sets such as connecting with teens, knowing how to write a resume, helping set up the program and assisting in different sport programs. Depending on the program, generally requires 2 – 4-hour time commitment per program per day.

Specialty Programming (18+ years)

Adult Programs may include Paint Classes, Sports, and Special Interest Classes. Duties may include setting up paint class materials, talking with adults, setting up volleyball nets, scorekeeping, and other duties as assigned. Depending on the program, generally requires 2 – 4-hour time commitment per program per day.

Park Maintenance

Responsibilities will include walking the parks to pick up loose trash and debris, trimming trees/bushes with handheld pruners, raking leaves, bark, or debris, removing graffiti from park structures, and blowing off/sweeping walkways. Park maintenance volunteers would be partnered with a person from the maintenance crew to be taken from park to park or could meet at the designated park. Depending on the need for maintenance, generally requires 2 – 4-hour time commitment per week.



North Highlands Recreation and Park District Volunteer Application

Thank you for your interest in volunteering your time with the North Highlands Recreation and Park District! Volunteers play an important role in the success of any program or event. We are thrilled to have individuals like you who are eager to make a positive impact and help create memorable experiences for our residents. Once again, thank you for your interest as we are excited to collaborate with you to bring our vision to life.

Please complete this volunteer packet and return it to the District Office or email the packet at Recreation@nhrpd.org.

Applicant Information

CONTACT INFORMATION							
Full Name					Date of Birth <small>(MM/DD/YY)</small>		
Address			City			State	
						Zip Code	
Email					Phone		

VOLUNTEER AVAILABILITY (MARK ALL THAT APPLY)							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings (8:00am – 11:00am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mid-days (11:00am – 2:00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons (2:00pm – 5:00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings (5:00pm – 8:00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any additional notes on availability below:

Please check the area(s) of interest you would like to volunteer for: (Descriptions of each area on 2nd page of packet)

- | | |
|---|---|
| <input type="checkbox"/> Park Maintenance | <input type="checkbox"/> Specialty Programs (0 – 5 years) |
| <input type="checkbox"/> Scorekeeper (Basketball) | <input type="checkbox"/> Specialty Programs (6 – 12 years) |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Specialty Programs (13 – 17 years) |
| <input type="checkbox"/> Youth Sports Coach (Head Coach) | <input type="checkbox"/> Specialty Programs (18+ years) |
| <input type="checkbox"/> Youth Sports Coach (Assistant Coach) | <input type="checkbox"/> Senior Programs (55+ years) |

Why do you want to volunteer for the North Highlands Recreation and Park District?

Please list any previous volunteer experience:

Do you have a valid California Driver's License?

- Yes
 No
 If yes, please provide the Driver's License Number: _____



North Highlands Recreation and Park District Volunteer Application

Please initial each statement, indicating you understand and accept:

- _____ My volunteer application must be approved before performing any volunteer duties.
- _____ I must undergo a background check before becoming an official volunteer for NHRPD.
- _____ I shall perform my volunteer duties as specified by the staff supervisor in a professional manner.
- _____ I agree to maintain information I receive while engaging in my volunteer duties in the strictest confidentiality.
- _____ I am responsible for finding reliable transportation to fulfill my volunteer duties.
- _____ I am prohibited from driving any NHRPD vehicle.
- _____ I shall notify the staff supervisor as soon as possible if my schedule conflicts with my volunteer duties.
- _____ Poor volunteer performance can result in the termination of my volunteer agreement.
- _____ Violation of code of conduct and NHRPD policies/procedures can result in termination of my volunteer agreement.

Please list 2 references. This can include employers, academic advisors, teachers, etc. (No NHRPD employees or relatives)

1. Name: _____ Relation: _____
 Email: _____ Phone: _____
2. Name: _____ Relation: _____
 Email: _____ Phone: _____

Hold Harmless Agreement

The North Highlands Recreation and Park District, their officers, employees, agents, and volunteers, and any co-sponsors of its activities, to the fullest extent allowable by law, are not responsible for any injury or damage which may be suffered by the volunteer while traveling to, during, or returning from volunteer service ("Activity"). The NHRPD has no medical insurance for individuals, and any injury to, or caused by, the volunteer will be the volunteer's sole and exclusive responsibility including, but not limited to, personal injury, disability, death, illness, damage, loss, liability, or expense. Volunteer or their parent or guardian if actual volunteer is under 18, hereby agrees to indemnify, defend, and hold harmless the NHRPD and their officers, employees, agents, and volunteers, and any co-sponsors, from any and all claims for bodily injury (including death), and other liability, damages, lawsuits, expenses (including but not limited to, medical expenses and attorney's fees) caused by the volunteer's negligence or willful misconduct, in the performance of the Activity. Volunteer understands and agrees that this release includes any claims based on the actions, omissions, or negligence of NHRPD, its officers, employees, agents, and volunteers.

Media Release Agreement

The volunteer, or parent or guardian if actual volunteer is under 18, unconditionally authorizes and consents to the NHRPD using videotape, photographic, electronic, and/or other media image, quotations, likeness, or electronic or photographic reproduction in any manner, in whole or in part, for any and all education, promotional, marketing, news, or outreach activities of NHRPD.

Attestation

By signing below, I acknowledge that I have read and understand this notice and, if I am signing on behalf of a volunteer under the age of 18, I attest that I am that volunteer's legal guardian and am assigning on behalf of a minor. I further understand that this agreement is valid for the individual named below when volunteering for the NHRPD. My signature affirms that I have read and agree with the Hold Harmless Agreement and that I understand this agreement is valid for the individual seeking to volunteer with the NHRPD.

Signature: _____ Volunteer Name: _____ Date: _____
(Parent or Guardian if under 18)



North Highlands Recreation and Park District Volunteer Application

NORTH HIGHLANDS RECREATION AND PARK DISTRICT PRE-COACHING QUESTIONNAIRE **~ FOR YOUTH SPORTS COACH VOLUNTEERS ONLY ~**

Please answer the following questions if you are applying for the Youth Sports Coach position (Head Coach/Assistant Coach). The purpose of this questionnaire is for NHRPD to learn a little more about you and your coaching style.

Each Head and Assistant Coach must have this questionnaire on file (completed and signed) prior to being assigned to a team.

What is your coaching experience?

What do you feel is your biggest strength as a coach? Explain.

What do you feel you could improve on as a coach? Explain.

How much time can you commit to coaching for the upcoming season?

Are there specific days of the week you cannot attend practice/games?

Please comment briefly on your approach to the following topics:

Playing Time: _____

Winning and Losing: _____

Practice Structure: _____

Interacting with Parents: _____

Interacting with Officials: _____

Communication with Players: _____