



Volunteer Manual

Updated March 2021

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WELCOME STATEMENT

We are thrilled you are interested in volunteering with the City of Fort Myers. Volunteers are essential to the success of our programs and special events. I hope you find the job duties of your particular volunteer position to be fulfilling and your experience with us is rewarding and positive. The following information includes details about our organization and the roles and responsibilities of our volunteers.

Welcome and thank you,

The City of Fort Myers

MISSION STATEMENT

The mission of the City of Fort Myers Volunteer program is to assist with and improve city programs, services, facilities, and beautification by recruiting, training, and retaining volunteers from the local community. The generosity of our volunteers helps to provide the community with meaningful programs, events, and a safe place to work, play, and live.

VOLUNTEER PROGRAMS

Thank you for considering the City of Fort Myers to donate your time and talent to make a difference in our community. With the help of citizens like you, the City of Fort Myers will be able to provide residents with the best service possible.

Volunteers directly impact the high quality of life we have grown to expect here in the City of Fort Myers. Our volunteers do not replace employees; rather, these efforts add support for city recreational facilities and expand services to the public.

Everyone has unique interests, talents, and abilities to share. Matching these diverse offerings to available volunteer opportunities creates a rich and mutually beneficial partnership between you and the community.

By volunteering, you help the City of Fort Myers continue to be one of the best places to live, work, play and invest!

INTRODUCTION TO THE VOLUNTEER PROGRAM

The entire City of Fort Myers staff welcomes you and hopes your volunteer experience will be mutually beneficial. Your role is vital to the success of our programs, where you will be responsible to meeting the goals and objectives of the City of Fort Myers. We hope your volunteer experience will be rewarding and prepare you for any career and/or future endeavor.

A. BENEFITS TO THE CITY OF FORT MYERS

Volunteers are essential to the success of many of our programs and special events. The volunteer program enables the City of Fort Myers to offer high quality programs while minimizing staff costs.

B. BENEFIT TO THE VOLUNTEER

There are many benefits to volunteering for the City of Fort Myers including:

- Give back to and strengthen the community
- Connect with others and meet and new people
- Develop new skills and broaden your experience
- To have fun

C. WHO CAN VOLUNTEER

Individuals and families can choose activities or special events that are based on their availability and interest.

Businesses and Civic organizations can volunteer to help increase their public awareness and employee togetherness.

We welcome volunteers:

- Teens-Teenagers 14 years old and up may volunteer to gain work experience, have positive social interactions, or to fulfill service hours for school. Any youth that is younger than the age of 14 may volunteer if they are accompanied by a parent or guardian.
- For youth groups a minimum of 1 adult leader per 5 children is required.
- Any volunteer under the age of 18 must have a parent signature to volunteer.

VOLUNTEER OPPORTUNITIES

The City of Fort Myers offers many activities throughout the year in which volunteers are essential to assist. Coaches for athletics, special event set up, reading club just to name a few. In addition, we welcome you to submit a Program Proposal Form for a special skills or activities for consideration. Please visit our website at www.cityftmyers.com for a listing of available volunteer opportunities.

D. TIME COMMITMENT

Time commitment is up to each individual volunteer. It is important to understand that once a volunteer has committed to an event or program, their reliability and attendance is important to the success of that event or program.

E. SUPERVISION

While serving as a volunteer, your duties will be supervised by a designated staff member depending on the area in which you will be volunteering. It is your responsibility to notify them of any changes to your availability if you will be late or cannot make it to your scheduled volunteer shift. Volunteers must be at least 14 years old or older, any volunteer younger than 18 years old requires a parental signature to volunteer.

VOLUNTEER REQUIREMENTS

All volunteers must complete the Volunteer application. All positions that include athletics, education, or other youth activities whereby volunteers are with children more than 10 hours per week will be required a criminal background check. We reserve the right to do a background check for all our volunteers. Some positions an interview may be required to ensure a good fit. Applications are processed through the National Center of Safety Initiatives website <https://www.ncsisafe.com/Members/SelfRegBatchCode.aspx>. All applications will be reviewed by the Human Resources.

Recommended Criteria for Exclusion for Parks & Recreation

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

For purposes of this policy; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since offense. Examples include child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

All Felony Violence – Regardless of the amount of time since offense. Examples include murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc. All Felony offenses other than violence or sex within the past 5 years. Examples include drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

All misdemeanor violence offenses within the past 5 years Examples include: simple assault, battery, domestic violence, hit & run, etc.

Two or more misdemeanor drug & alcohol offenses within the past 5 years. Examples include driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

PENDING CASES

Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the individual would then be cleared and reinstated.

F. EXPECTATIONS

Your attire should be in good taste, clean, neat, and appropriate for the duties that are to be performed. Depending on your volunteer role you may be issued a special event volunteer badge.

Volunteers are expected to interact and communicate with customers in the same manner as any other City of Fort Myers employee. You are representing the City of Fort Myers while fulfilling your volunteer duties ,and if a customer has a question or comment in which you cannot address direct them to your supervisor or to customer service for assistance.

Volunteers are required to attend training as designated by the volunteer role. Volunteers working only on special events may only be required to attend an orientation of the event and review of emergency action procedures before the event begins. Those that are volunteering in a coaching role or childcare program require additional training.

Volunteers are required to report any safety hazards or incidents immediately

Please complete this application form if you are interested in becoming a City volunteer.
Once you complete the form, click the continue button at the bottom.

Contact Information

Please provide your contact information.

First name: _____ Last name: _____

Street: _____

City: _____ State: _____ Zip: _____

Home phone: _____

Cell phone: _____

Email address: _____

Emergency Contact Info

First name: _____ Last name: _____

Cell phone: _____

Relationship: Choose

Child _____ Friend _____ Parent _____ Spouse _____

If you have any questions, please contact:

Jennifer Ryan

Talent Acquisition Administrator

City of Fort Myers

1820 Hendry Street

Fort Myers, FL 33902

phone: 239/321-7066

fax: 239/226-0355

Email: jryan@cityftmyers.com

Assignment

There are several activities or assignments that have opportunities for you to get involved.

Kind: Individual Group

What would you like to do? Please circle

Athletics/Coaches: Sport Type: _____

Land Stewardship (remove vegetation) _____

Park Beautification (litter, gardening) _____

Pool Assist _____

Educational Program (Children, Events) _____

Special Events _____

Skills

Customer Service _____ Data Entry _____ Athletics _____ Education _____

Event Planning _____ Gardening _____ Marketing _____ Master Naturalist _____

Photography _____ Social Media _____ Special Events _____ Technical Writing _____

Anything else you would like to share?

Additional Information (Please provide us with additional information)

Any Special Accommodations? _____

Have you graduated high school? _____

Have you retired in the last year? _____

Any family members work for City of Fort Myers? _____

Needing Service Learning for school? _____

How did you hear about volunteering with us?

WAIVER OF LIABILITY, HOLD HARMLESS, AND INDEMNIFICATION FOR PARTICIPATING and Acknowledgment of Photo Release

As a participant/volunteer with the City of Fort Myers, I _____, hereby release, waive, and discharge the City, its public officials, its officers, directors, agents, and employees, from any and all liability, claims, demands, actions and causes of actions whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by myself, my child or ward, any other parents or guardians of my child, my child's or ward's heirs, or executors and administrators, while participating in the City of Fort Myers Volunteer Program. Further, I agree to indemnify and hold harmless the City, its public officials, its officers, directors, agents, and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing indemnification and other rights agreed to in this paragraph, to persons or property, resulting from myself or my child or ward participating in the City of Fort Myers Volunteer Program. The City of Fort Myers reserves the right to deny registration to any participant. The participant must adhere to all City of Fort Myers Volunteer Program policies.

I authorize medical treatment and related transportation for myself, child, or ward, at my cost, if the need arises.

This Agreement shall be enforced only within a state court of competent jurisdiction within Lee County, Florida, or such federal courts as they have jurisdiction over Lee County, Florida. This Agreement shall be interpreted and construed under the laws of the State of Florida without reference to the conflict of laws principles of such jurisdiction.

I certify that I am 18 years of age or older or that I am entering into this Agreement as the Parent or Legal Guardian for a minor that is under 18 years of age and that I also have authority to do so on behalf of any other parent or legal guardian of the child or ward.

*If under 18 guardian signatures required

ALL PARTICIPANTS MUST SIGN

Print Name

Date

Signature

Guardian's Signature (if applicable)

Date