

City of Sanibel Recreation Center Volunteer Program

Volunteer at the Sanibel Recreation Center, meet your neighbors and make new friends in a safe, fun and enjoyable environment.

Volunteer Opportunities:

Youth Programming – Lead a class in your area of expertise. Such as photography; art; dance; poetry; cooking; health and fitness; or assist staff.

Member Assistance – Greet members and guests as they enter the facility, lead tours; answer public inquiries; or assist in the weight room. If you are looking for a way to stay active and enjoy the company of others this just might be for you!

Special Events – Assist with special events held at the Recreation Center or offsite. This is a great way to enjoy yourself while helping others.

Requirements:

All volunteers must complete an application. A background check is performed prior to participation. Successfully complete of our complimentary American Red Cross CPR/AED and First Aid training.

How Do I Start?

Call or e-mail Jai Earle at 239-472-0345 jai.earle@mysanibel.com or stop by the Recreation Center at 3880 Sanibel-Captiva Road.

**Be a part of our team.
Volunteer at the Sanibel Recreation Center,
a fun and healthy place to serve
your community!**



**APPLICATION TO SERVE AS A VOLUNTEER AT THE
SANIBEL RECREATION CENTER**

DATE: _____

NAME (Print): _____ E-MAIL: _____

HOME PHONE: () _____ CELL PHONE: () _____

ADDRESS: _____
CITY STATE ZIP

YEAR ROUND SANIBEL RESIDENT: Yes No

If not, please circle the months you are on Sanibel: January February March April
May June July August September
October November December

DAYS/TIMES OF AVAILABILITY:

Sunday _____ Monday _____ Tuesday _____
Wednesday _____ Thursday _____ Friday _____
Saturday _____ Hours per shift _____ Days per week _____

AREAS/PROGRAMS OF INTEREST:

- Weight Room Attendant Member Assistance Special Events Youth Programs
- Other _____

DO YOU HAVE EXPERIENCE IN FUNDRAISING, SALES, CUSTOMER SERVICE OR SPECIAL EVENTS? Yes No

If yes, please explain: _____

DO YOU HAVE EXPERIENCE VOLUNTEERING OR WORKING AT RECREATION CENTERS, WITH YOUTH ACTIVITIES, ATHLETIC LEAGUE START-UP & COORDINATION, ATHLETIC FACILITIES OR WITH ATHLETIC TEAMS?

Yes No

If yes, please explain: _____

DO YOU HAVE EXPERIENCE WORKING WITH OR COORDINATING SPECIAL EVENTS? Yes No

BACKGROUND (EDUCATION & EXPERIENCE)

COMMUNITY INVOLVEMENT/AFFILIATIONS/ORGANIZATIONS:

WHY ARE YOU INTERESTED IN VOLUNTEERING?

I have chosen to volunteer my time and talents to the City of Sanibel in the Recreation Department to perform volunteer services. These services may involve risks normally encountered in a recreational facility environment, an office environment, athletic sports environment, etc. I am willing to accept these risks in order to participate in the City of Sanibel's volunteer program.

TERMS OF AGREEMENT AND RELEASE:

- 1) I agree that my participation in the above activities is without compensation.
- 2) I understand and agree that I do not hold an employment classification status with the City of Sanibel based on the volunteer services being rendered.
- 3) I understand that I am covered by Workers' Compensation as a result of my voluntary services with the City, to include lost wages from other concurrent employment, if applicable.

- 4) I understand that the City of Sanibel shall have the right to release me as a volunteer at its sole discretion and without prior notice.
- 5) I, on behalf of myself, my heirs, and my representatives do hereby release, waive, indemnify, and hold harmless the City of Sanibel, or any of its officers, agents, or employees from any and all liability, damage, or claim of any nature that arises out of or is related to my volunteer activities. The City's approval of applicant as a volunteer constitutes separate consideration for this provision.
- 6) I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will. Further, by signing this agreement I attest to the fact that I am eighteen years of age or older and am able to perform the above-described volunteer services with or without reasonable accommodation. (Under 18 years of age refer to page 8.)
- 7) I understand the terms and conditions of this agreement are valid for the duration of my volunteer status as so determined by the City of Sanibel. This agreement may be modified by the City of Sanibel as it deems necessary and, if so modified, I will be provided with notice of such modifications and if I continue as a volunteer, will be deemed to have agreed to such modifications.
- 8) **Sexual Harassment Policy** - It is the policy of the City of Sanibel that no employee or volunteer of the City shall engage in harassment in any form, including sexual harassment. The purpose of this policy is to explain what sexual harassment is, the kinds of behavior that may be interpreted as sexual harassment in the workplace, that sexual harassment will not be tolerated by the City, the process for filing and investigating complaints of harassment and the consequences for employees who violate this policy. The City of Sanibel is committed to providing a work environment free of sexual harassment by maintaining a work environment that is free of conduct that can be considered harassing, abusive, disorderly, or disruptive. Sexual harassment is unlawful and the City will take whatever corrective action is necessary to prevent or deal with acts of sexual harassment in the workplace. Any conduct, which creates an intimidating, hostile, or offensive work environment, based on the gender of an employee will not be tolerated. Employees or volunteers of the City who believe that they have been sexually harassed should immediately report their claim to the Recreation Department Director, Administrative Services Director, or the Sanibel City Manager.

a. **SEXUAL HARASSMENT DEFINED:**

1. Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's job. It is defined by the U. S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - (a) Submission to the conduct is made either explicitly or implicitly a term or condition of employment, or
 - (b) Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting such individual, or
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or

offensive working environment.

2. The U. S. Supreme Court has indicated that there are two basic types of unlawful sexual harassment:
 - (a) The first type involves harassment that results in a tangible employment action called quid pro quo, which means literally, “this for that.” This type of unlawful sexual harassment can only be committed by someone who can make or effectively influence employment actions (such as firing, demotion, and denial of promotion) that will affect the victimized employee. An example would be a male supervisor who tells an employee she must be sexually cooperative or she will be fired.
 - (b) Hostile work environment is the second type of unlawful sexual harassment. It is conduct so severe and pervasive that it alters a co-worker’s conditions of employment. A hostile work environment can result from the gender-based unwelcome conduct of supervisors, co-workers, vendors, customers or anyone else with whom the victimized employee interacts on the job. The following are examples of behaviors that can contribute to a hostile work environment, which will not be permitted in the City of Sanibel:
 - (1) Physical conduct such as assault, unnecessary touching, blocking normal movement or interfering with work that is directed at an employee because of his/her sex.
 - (2) Telling off-color jokes; using indecent gestures; displaying sexually suggestive pictures; using crude and offensive language; discussing sexual activities; and similar behavior.
3. Federal law and this policy prohibit any form of protected-basis harassment that impairs the ability or emotional well-being of employees at work. Any employee or volunteer who believes that he or she is or has been the subject of unlawful sexual harassment or has witnessed such harassment should promptly report the alleged conduct immediately in accordance with the procedures outlined in the policy. All information will be disclosed only on a need-to-know basis to investigate and resolve the matter.
4. Volunteers who engage in harassing behavior will be immediately released from the voluntary services roster of the City.

9.) Anti-Discrimination Policy - The City of Sanibel is committed to providing an environment free of discrimination because of race, gender, religion, color, national origin, ancestry, handicap, medical condition, marital status, age, or any other basis protected by federal, state, or local law or ordinance or regulation. All such discrimination is unlawful and the City will take whatever corrective action is necessary to prevent or deal with acts of unlawful discrimination.

The City’s anti-discrimination policy applies to all persons involved in City operations and prohibits unlawful discrimination against any employee or candidate for employment with the City. This policy also prohibits retaliation against any person because that person

exercised a right under the law. All employees of the City are expected to cooperate fully in any unlawful discrimination complaint investigation in which they are either the alleged discriminator or have information that may be material to the resolution of a complaint.

10.) Smoking Policy - The City has established a "smoke free" work environment. This policy and guidelines were developed in an effort to consider the needs and concerns of smokers and nonsmokers alike and in an effort to provide a more healthful working environment for all employees of the City of Sanibel.

The following smoking policies will provide a clean and healthy work environment for employees and citizens.

1. PROHIBITIONS: Smoking is prohibited at anytime in:
 - a. An employee's work area
 - b. All City buildings and facilities
 - c. All City owned vehicles
 - d. Uniform (official volunteer tee shirt) while on duty
 - e. The Recreation Center. This includes parking lots, walkways, tennis courts, skate park and any area outside of the building.

11.) Drug Free Workplace

- a. As a condition of continued voluntary services to the City, all volunteers must refrain from using illegal or un-prescribed drugs on or off the job and abide by the terms of this policy. It is a condition of continued voluntary services that volunteers do not report to work with the presence of illegal drugs or alcohol in their bodies.
- b. The use, sale, manufacture, distribution, purchase, possession, dispensing, or being under the influence of illegal drugs, non-prescribed controlled substances, or alcohol on City property, while performing voluntary services for the City is strictly prohibited.
- c. A volunteer injured on the job, may be required to take a drug test. If the volunteer refuses to take the drug test or whose test is confirmed positive for illegal drugs, will forfeit all workers' compensation medical and indemnity benefits as outlined in Florida Statute, in addition to the termination of voluntary services to the City.
- d. Any volunteer who is convicted of a drug-related charge, and/or any volunteer who is arrested, indicted, or convicted of a drug or alcohol charge, shall have their voluntary services to the City immediately terminated.

12.) Volunteer Requirements and Responsibilities

- a. Follow the Code of Conduct always.
- b. Help provide a safe and secure environment for all activities.

- c. Be aware of the mental and physical capabilities of the assigned group.
- d. Remember that all personal information of enrolled children and families is confidential.
- e. Properly wear the issued volunteer uniform during scheduled hours. (Includes name tag and volunteer t-shirt.)
- f. Be aware of the chain of command. Report issues to Recreation staff.
- g. Be aware of the procedures for, and the reporting process of emergencies, injuries, and inclement weather.
- h. Exercise good judgment and discretion. Seek out a supervisor when questions or problems arise.
- i. Emphasize a sense of quality and fair play among facility/program participants.
- j. Use professionalism and discretion when interacting with children, parents, and the general public. Be courteous.
- k. Understand your influence as a role model.
- l. Never talk to children or adults about inappropriate topics in any form.
- m. Refrain from using put-downs and profanity.
- n. Report any abuse: physical, emotional, mental or sexual immediately and directly to a supervisor.
- o. Never initiate any physical contact with children.
- p. Unless authorized by the Director or appropriate Parent or Guardian release, never take a picture of a child or member of the public.
- q. Be aware of the child discipline policy. Defer all disciplinary action to recreation Department staff.
- r. No food, drinks, candy or treats to be given to children, other than what is provided through the Recreation Department program.
- s. Never be alone with a child.
- t. Never touch a child in anger.
- u. Never use physical punishment.
- v. Do not request personal information from patrons such as phone numbers, e mail, address, etc.

- w. If any of your current status changes, such as an arrest or conviction, you must inform the Recreation Department.
- x. If you see anyone violating any of the stated rules and regulations of the volunteer program, you have the obligation to report it.

Please affirm your acceptance of the terms of this agreement stated above with your signature, and please accept our sincere thanks for your valuable contributions to the City of Sanibel's Recreation Center.

Applicant Name (Print)	Date
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Signature of Applicant	Date
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Witness (Print)	Witness Signature	Date
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Witness (Print)	Witness Signature	Date
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Sanibel Recreation Center Code of Conduct

To enhance the enjoyment and protect the safety of all users of the Sanibel Community Recreation Center and to retain the Center as a clean, well-maintained public facility, all members, visitors and employees are required to adhere to the following Code of Conduct. A condition of membership and visitation to the Center is adhering to the Code of Conduct. Failure to adhere to the Code of Conduct may result in revocation of membership, removal from the Center or both.

1. Every member, visitor and employee will respect all others while utilizing the facility. All users are required to conduct themselves in a manner that does not interfere with another person's enjoyment of the facility.
2. Every member, visitor and employee is required to demonstrate good sportsmanship. At all times, the dignity of others will be respected. Fighting, spitting, profanity, and/or abusive, insulting or obscene language are strictly prohibited.
3. Every member, visitor and employee will care for the facility. Activity such as dropping weights and hanging from the basketball rims and volleyball nets is not permitted. Bicycles, roller blades and skateboards are not permitted on the premises or inside the facility. Food will only be consumed in designated areas. Chewing gum will not be used in the facility. All members, guests and employees shall properly dispose of all trash and recyclables. Vandalism and the willful or malicious destruction, defacement or theft of any equipment or property is strictly prohibited and should be reported immediately. Other than guide or assistant animals for disabled persons, animals are not permitted in the facility.
4. Members, visitors and employees will wear proper attire. This includes wearing non-marking shoes. Wet bathing suits are to be worn only in the pool and restroom areas.
5. Parents and guardians will directly supervise their children in the facility. Unless in a registered program, youth younger than 12 years old are not permitted in the facility without an accompanying adult.
6. All members, visitors and employees are to keep the Center a drug, alcohol, and smoke-free environment and will promptly report all illegal drug, alcohol or prohibited tobacco usage immediately.
7. The Sanibel Community Recreation Center is a controlled access facility. Membership and daily admission passes are available at the front desk.
8. Members, visitors and employees will responsibly secure their own personal belongings.
9. Members and visitors utilize the facility at their own risk.

I affirm that no one listed on this application is a convicted sexual predator and that all household members will comply with the Code of Conduct. Providing false information may result in the revocation of membership. For security reasons this site is video monitored.

Signature

Date

JUNIOR VOLUNTEERS

Parent or Guardian please review and initial/sign the following information:

If Attending High School: (Circle appropriate grade) 9, 10, 11, 12

My child is permitted to travel offsite on fieldtrips when assisting with Recreation Department programs.

Yes _____ No _____

Initials: _____

Please list any known medical concerns (including allergies, medications, disabilities)

In the event of inclement weather or emergency closings, I understand that I am responsible for the care and timely transportation of my child. I will notify the Recreation Staff of any changes in address, home or work phone and/or medical conditions of my child. In the event of serious injury or illness to my child I give my permission to have the above named child transported by ambulance or other conveyance to a doctor or hospital if immediate attention is required.

Initials: _____

If I cannot be contacted I authorize an employee of the City of Sanibel to consent on my behalf to any medical or surgical treatment, doctor or hospital, and I will assume payment for any such treatment.

Initials: _____

I, intending to be legally bound, for myself and the above named child, our heirs or executors, assigns, waive, hold harmless, and forever discharge, any and all rights and claims for damages, which we have or may hereafter accrue to us against the City of Sanibel, its agents or employees, for any and all damages that might be sustained or suffered by the above named child in any way connected with the Recreation Department Volunteer Program.

Initials: _____

My Child _____ (print name) has my permission to serve as a Junior Volunteer for the Sanibel Recreation Department.

Parent/Guardian Signature

Date

As a Florida governmental entity, all information including this application, your address, phone number and e-mail address are subject to public records requests.



AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION
IN ORDER TO PERFORM SERVICES IN PROGRAMS USING THE CITY OF SANIBEL
RECREATION CENTER

This is to acknowledge that I understand and agree that I must have a background check completed before I can participate in the volunteer program at the City of Sanibel Recreation Center.

RELEASE OF LIABILITY

I hereby release and discharge the City of Sanibel and their respective officers, directors, agents and employees, as well as successors, assignees and all other persons acting on its behalf, from any claims, liability, action for damages, compensation or otherwise, known or unknown on account of or arising out of any investigation and disclosure of the requested information.

I further release and discharge from any and all liability, all companies, agencies, officers, officials, employees, and persons providing good faith, pertinent information and/or records as requested to successfully complete a background investigation for me to participate in the Volunteer Program at the City of Sanibel Recreation Center.

PROVIDE THE FOLLOWING INFORMATION

Volunteer Full Name (Printed) _____

(Parent/Guardian Full Name if volunteer is under 18 years old (Printed) _____)

Maiden Name (If applicable): _____

Street Address: _____

City: _____ State: _____ Telephone #: _____

Date of Birth _____

Driver's License No. _____ State: _____ Exp: _____

***Applicant must provide copy of Driver's License.**

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If volunteer applicant is a under 18 years old)

Form A



Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services Bureau

VECHS WAIVER AGREEMENT AND STATEMENT

Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (enter Name of Qualified Entity) City of Sanibel to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) (Year of Request)

I have OR have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I do OR do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee Volunteer Contractor/Vendor

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: City of Sanibel

Address: 800 Dunlop Road, Sanibel, FL 33957

Telephone: 239-472-0345 Fax: 239-472-0804

FDLE Assigned Qualified Entity Number: V36020012

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

Sanibel Recreation Center Fingerprint Form

**Please complete and return to the Sanibel Recreation Center, 3880 Sanibel Captiva Rd

First Name			
Last Name			
Address			
City			
State			
Country			
Zip Code			
Phone Number			
Date of Birth			
Gender			
Height			
Weight			
Race			
Hair Color			
Eye Color			
Place of Birth			
Citizen Country			
Social Security #			
Drivers License #			
Issuing State			
Preferred Location	Fort Myers	Cape Coral	Onsite
Preferred Time	a.m. / p.m.		
Position	Staff	Volunteer	Instructor Coach Other

**CITY OF SANIBEL POLICY
VOLUNTEERS IN YOUTH SPORTS
BACKGROUND SCREENING
RECREATION CENTER AND BALL FIELDS**

1. **POLICY:** The City of Sanibel requires that all prospective volunteer coaches for youth sports activities conducted on City property or other governmental entity property managed by the City submit to a live scan fingerprint background check.
2. **UNADJUDICATED CHARGE PENDING:** A prospective volunteer coach who has been arrested for a disqualifying offense as listed below or who has a pending charge with respect to such offense, will not be allowed to coach until final disposition of the case has been determined and its relevance to this policy decided.
3. **DISQUALIFYING OFFENSES:**

Any conviction of, or plea of guilty or no contest (nolo contendere), to the following offenses are considered disqualifying for a prospective volunteer coach to participate in youth sports activities at the Recreation Center or Sanibel ball fields adjacent to the Sanibel School:

- Any crimes, misdemeanor or felony, involving children
- Child neglect
- Rape
- Any crime of a sexual nature, including possession of pornography
- Homicide or manslaughter in any degree
- Attempted murder
- Domestic violence (e.g. spousal abuse)
- Felony drug charges within last 10 years
- Misdemeanor drug or alcohol charges (DUI) within last 7 years
- Other crimes of violence within last 10 years
- Felony crimes against property within last 10 years (e.g. burglary; theft; destruction)
- Petty theft within last 7 years
- Felony crimes of moral turpitude (e.g. fraud; embezzlement)
- Arson
- Kidnapping
- Weapons violations
- Animal cruelty

4. **NOTIFICATIONS:**

- a. A prospective volunteer coach will be mailed a notice of disqualification within five days of the City's receipt of the results if the background check produces a disqualifying offense.
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- b. The president of the league in which the volunteer coach is to participate will be notified of the disqualification and will be apprised of the final adjudication should there be an appeal.

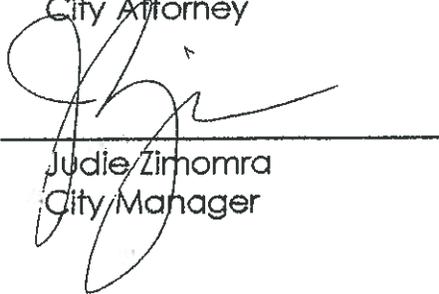
5. APPEAL PROCESS:

A prospective volunteer coach who receives a notice of disqualification from participating in youth activities may appeal such determination of disqualification to the City Manager as follows:

- A written appeal must be submitted to the City Manager, City of Sanibel, 800 Dunlop Road, Sanibel, FL 33957 within 15 calendar days from the appellant's receipt of the notice of disqualification.
- The appeal must clearly state the rationale and special circumstances for requesting reconsideration of the disqualification notice.
- A written determination relative to the appeal will be rendered within 5 calendar days of receipt of the appeal and mailed to the appellant at the address list in the written appeal.

Approved as to form: 
Kenneth B. Cuyler
City Attorney

10/25/11
Date

Approved: 
Judie Zimomra
City Manager

10/31/11
Date