

PARKS & RECREATION DEPARTMENT

VOLUNTEER HANDBOOK



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Thank you for choosing to volunteer with the Town of Petawawa Parks & Recreation Department. The Parks & Recreation Department offers many great volunteering opportunities year around. This handbook was developed to ensure that your volunteering experience with the Town of Petawawa is personally fulfilling to you as a community volunteer. Please feel free to contact the Parks and Recreation Department to discuss your needs as a volunteer, how your skills could best assist our organization and how we can make your time with us as enjoyable as possible.

- Colin Coyle, Events Coordinator @ 613-687-5678 ext 22 or ccoyle@petawawa.ca

OR

- Visit us at www.petawawa.ca

INTRODUCTION

Welcome to the Parks and Recreation Department of the Town of Petawawa

The Town of Petawawa Parks and Recreation Department is home to a wide range of recreation facilities and services that includes recreational program opportunities and a wide range of special events. Participants can take part in a variety of activities at multiple recreational facilities including:

Petawawa Civic Centre: events grounds, soccer pitches, baseball diamonds, tennis courts, mini putt course, batting cages, playgrounds horseshoe pits, ice rink and community hall.

Petawawa Point: waterfront facilities (unsupervised), rentals (canoes, kayaks and paddleboats), beach volleyball court and playground.

Centennial Park: playgrounds and bandshell.

The Town of Petawawa Parks and Recreation Department is also responsible for several neighborhood parks and various additional baseball diamonds, soccer fields, trails and outdoor ice rinks.

The Parks and Recreation Department prides itself on the multiple special events offered to the community over the course of each year including but not limited to Cabin Fever, Civic Centre Days, Canada Day and various other special events.



ORGANIZATIONAL INFORMATION

Town of Petawawa Parks and Recreation Department Staff

How we work with each other

We treat each other with respect in a positive team atmosphere that encourages and recognizes employee accomplishments, innovation, and continuous improvement.

How we work with our elected officials

We shall respect and support the roles and efforts of our elected officials with neutrality and integrity.

How we work with others

We shall listen and respond with courtesy and respect to the needs of our community.

Parks and Recreation Department

The Parks and Recreation Department is responsible for providing effective community public services and recreational and leisure opportunities to all residents of the Town of Petawawa.

It is the mandate of staff in the Department to manage the strategic growth of the municipality, in terms of recreational services and leisure activities and to ensure the delivery of high quality community and development services in a timely, responsible and cost effective manner.

Parks and Recreation and Volunteerism

The Town of Petawawa, through its dedicated professional team of volunteers and staff in Parks and Recreation is committed to protecting our heritage and environment, encouraging community partnerships and providing effective public services. A volunteer is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of an agency. A volunteer must be officially accepted and enrolled by the agency prior to performance of the task.

VOLUNTEER OPPORTUNITIES

The following is a list of some of the volunteer opportunities that occur at various points throughout the year.

- | | |
|------------------------|---|
| ➤ Children's Program | Implementing games and events |
| ➤ Adult Programs | Implementing events |
| ➤ Dance Chaperon | Chaperon Friday Night Youth Dances |
| ➤ Park Maintenance | Outdoor set up and tear down of programs and events |
| ➤ Facility Maintenance | Set up and tear down of programs and events |
| ➤ Event Ticket Sales | Helping with sales of ticketed events |
| ➤ Hall Decorating | Decorating of specific special events |
| ➤ Coordinators | Coordinating events and/or programs |
| ➤ Bar Operators | (Petawawa Fundraising Committee) |

Special Events Requiring Volunteers

- **Cabin Fever** – Annual winter festival featuring Sno-drag races, food and wine events, public skating, trivia night, comedy night, youth events, kids events and Saturday evening dance.
- **Civic Centre Days** – Annual festival celebrating community and community spirit. Events include smash-up derby, carnival, Lobster-fest, Saturday evening dance, kids programs, car show, petting zoo and sports tournaments.
- **Canada Day** – Annual Canada Day celebration at Centennial Park.
- **Endless Summer Rib-fest** – NEW end of summer festival featuring Rib-fest, live music, festival of mud, bike show and shine and many other games and kids activities.
- **A Fusion of Senses** – NEW arts and culture event that focuses on visual, performing and culinary arts of Petawawa and the local area.
- **Santa Claus Parade** – Annual Christmas Parade through Town.
- **New Year's Eve Celebration** – Annual New Year's Eve celebration that includes skating and other outdoor events for the whole family.

Volunteering in Petawawa

There are several community associations, service clubs and volunteer groups in Petawawa that are driven by volunteers. If you are interested in a specific type of program or activity the Parks and Recreation Department does not currently provide, we will gladly assist you in finding a community group or association that meets your volunteering needs. A Community Contact List can be obtained by visiting the Parks and Recreation Department office at the Petawawa Civic Centre, 16 Civic Centre Rd. in Petawawa or at www.petawawa.ca

HOW TO BECOME A VOLUNTEER

Steps to Becoming a Parks and Recreation Department Volunteer

All volunteers with Petawawa's Recreation Department must be 15 years of age or older and must successfully complete the following steps:

- ✓ Complete an Application form – Appendix B
- ✓ Meet with the Volunteer Coordinator for an interview
- ✓ Complete a Criminal Record Check
- ✓ Attend an Orientation Session
- ✓ Applicants under the age of 19 must also complete a Consent Form with their parent or guardian.

PETAWAWA PARKS AND RECREATION DEPARTMENT

Who we are:

Manager of Parks and Recreation

Kelly Williams 687-5678 ex 25

Facilities Supervisor

Mark Reinert 687-5678 ex 23

Recreation Office Manager

Line Jones 687-5678 ex 0

Special Events Coordinator

Colin Coyle 687-5678 ex 22

Evening Shift Manager

(4:30pm- 11:00 pm) 687-5678 ex 27



VOLUNTEERING

Volunteer Rights and Responsibilities

Why Volunteer?

There are many assets to Volunteering:

- Exploring new career options
- Meeting new people and making new friends
- Building a resume
- Increasing self confidence
- Gaining work experience
- Achieving a better understanding of your community
- Feeling good about helping others and your community
- High School requirements

As a volunteer you have a right to:

- ✓ Be assigned duties relating to program implementation or areas of interest
- ✓ Be treated as equal co-workers
- ✓ Receive training and orientation for your volunteer tasks
- ✓ Have positive guidance and direction from staff
- ✓ Be provided effective supervision
- ✓ Full involvement and participation.
- ✓ A variety of experiences throughout the different areas within Parks and Recreation
- ✓ Receive recognition and appreciation
- ✓ Accept or decline any assignment

Volunteer/Staff Relations

Volunteers and staff are considered to be partners in implementing the mission and programs of the Town of Petawawa, Parks & Recreation, with each having an equal but balancing role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.



EXPECTATIONS & TRAINING

Volunteer Record of Hours

All high school students who are volunteering with the Town of Petawawa to complete their 40 hours of community service are required to bring their Volunteer Record of Hours paperwork from their school. Your immediate supervisor will sign off volunteer hours after the completion of all hours. For all other volunteers a record of hours will be completed upon request. Please inform your immediate supervisor prior to the start of your placement if you require a record of volunteer hours.

Dress Code

Volunteers are responsible for presenting a good professional presentation. Therefore all volunteers shall dress, behave, and use appropriate language for the conditions and performance of their duties. If asked to wear a Town of Petawawa t-shirt/ jacket to be identifiable at a Town of Petawawa event, you will be given one prior to your scheduled time of volunteering. Volunteers may also be given a name tag to wear during programs. The name tag needs to be worn and visible at all times.

Absenteeism

Volunteers are expected to show up for their scheduled shifts on time. A volunteer is expected to inform his/her program supervisor in advance if they are going to be absent from a scheduled shift.

Dismissal of a Volunteer

Volunteers that do not obey the rules, policies and procedures of the Town of Petawawa or who fail to adequately perform their duties as assigned may be subject to dismissal. No volunteer will be dismissed until the volunteer has had the opportunity to discuss the reason for possible dismissal with his or her immediate supervisor.

Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to the following:

- ✓ Gross misconduct or defiance
- ✓ Being under the influence of drugs or alcohol
- ✓ Theft of property or misuse of agency equipment or materials
- ✓ Abuse or mistreatment of participants or co-workers
- ✓ Unsafe work conduct

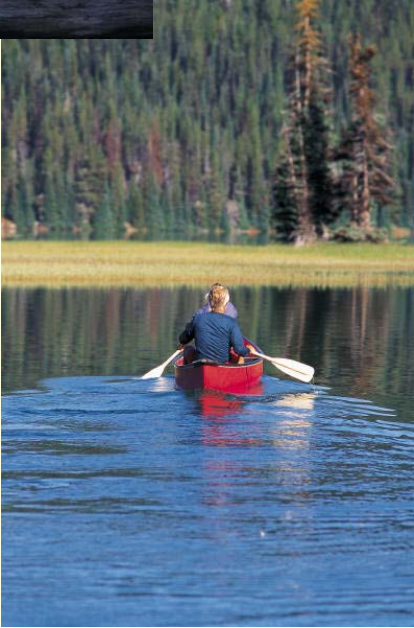
Resignation

Volunteers may resign from their volunteer services from the Town of Petawawa at any

time. It is requested that volunteers who intend to resign provide advance notice of their departure along with their departure date and a reason for their decision.

Important Numbers You Should Know

Upper Ottawa Valley O.P.P	911
Fire	911
Ambulance	911
Pembroke Regional Hospital	613-732-2811
Deep River General Hospital	613-584-3333



ORIENTATION TRAINING

All Town of Petawawa volunteers will receive a general orientation of the Parks and Recreation Department as well as a general orientation on the operation of all facilities, programs and activities for which they are volunteering. Volunteer orientation may include training such as WHMIS and/or ODA Customer Service. All volunteers will be provided with specific orientation on the functions and requirements of the position that they will be volunteering in.

On The Job Training

All Town of Petawawa volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer task. If at any time you are unsure of what is required or being asked of you, please ask your immediate supervisor. As a volunteer it is important to ask questions and to only perform work that you feel comfortable with.

(When your supervisor is not available)

- 1 Call 911(Major Emergencies)
- 2 Administer First Aid
- 3 Notify your immediate supervisor
- 4 Ensure a safe site/facility/program (Evacuate if necessary)
- 5 Document Emergency – using Town of Petawawa forms



HEALTH & SAFETY

Police Record Checks

As part of the Town of Petawawa Volunteer Policy, the Town of Petawawa requires that all Volunteers/Employees who are in a 'High Risk' position (working with; vulnerable populations such as children, seniors or persons with special needs, handling cash and/or access to facility keys) to complete a Police Record Check prior to the start of employment. Volunteers/Employees working with vulnerable populations (children, seniors and the disabled) in addition to a Police Record Check will also be required to have a Vulnerable Screening check form completed (which can be found in the appendix of this document).

ALL volunteers must obtain a police record check to protect both the participants and the volunteer. Volunteers who do not agree to do this may be refused assignment.

This is one way the Town can provide a safe and quality-working environment for staff and volunteers.

A police records check form, provided by your supervisor must be taken to the local Police Station in your municipality in which you currently reside.

How to complete a Police Records Check

Go to your local Police Station with the provided Police Records Check Forms. Provide two forms of identification, one being a photo I.D. If you do not have two pieces of I.D. you must bring a guardian with you who does.

The Police Records Check may be able to be completed immediately or it could take up to two weeks to process. You must have a completed Police Records Check before you first day of volunteering. Once you have obtained to original Police Records check, please enclose this and the receipt in the envelope providing and mail or drop off to the Town of Petawawa Parks and Recreation Department :

**Special Events Coordinator
16 Civic Centre Rd
Petawawa, Ontario
K8H 3H5**

Health and Safety: Volunteers Responsibilities & Duties towards Health and Safety

This expectation is applicable to all employees and volunteers in the workplace.

1. Have first aid training or be willing to partake in the next course offered through the Town of Petawawa.
2. Take every possible precaution to protect themselves, fellow workers and members of the public from health hazards and unsafe situations.
3. Properly wear and use personal protective equipment where required.
4. Familiarize themselves with the location and operation of all safety equipment including first-aid kits A.E.D.s and fire extinguishers.
5. Avoid interruptions or impairment of services and damage to equipment and property.
6. Responsible for the prompt reporting to their immediate supervisor of health and safety hazards, unsafe acts or conditions, accidents and injuries.
7. Will not engage in any prank, contest, feat of strength, unnecessary running or rough boisterous conditions.
8. Provide a current police records check and vulnerable sector check prior to their orientation.
9. Complete WHMIS training prior to their orientation. (if applicable)
10. Staff/ Volunteers working within the Maintenance Department provide their own and wear CSA approved work boots and all other work specific personal protective equipment will be provided.

Health and Safety Rules and Regulations

Rules and regulations concerning health hazards and safety practice are provided by the department where the volunteer works. In some cases, rules and regulations are less general and are prepared to reflect the requirements of a particular division.

Employees are provided with a copy of the applicable rules and regulations to the area and type of work they are assigned. The immediate supervisor is to ensure that their volunteers have received and understand the rules and regulations completely.

Records must be maintained to verify the issuance of the rules and regulations to the employees and that they fully understand them.

Heat Stress ALERT!

Hot temperatures combined with factors such as high humidity, hard physical work, loss of body fluids, fatigue or some medical conditions can put stress on the body's cooling system. When this happens it can lead to a heat related illness or disability or even death.

Who's at risk?

Heat stress can happen to anybody, even the young and fit, and heat exposure may occur in

all kinds of workplaces. Industrial furnaces, bakeries, smelters, foundries and worksites with heavy equipment are significant sources of heat inside workplaces. For outdoor workers, direct sunlight is the main source of heat. In mines, geothermal gradients and equipment can contribute to exposure.

Controlling Heat Stress

- ✓ Drink lots of water
- ✓ Reduce heat exposure
- ✓ Stay in air conditioned areas
- ✓ Increase air movement (fans)
- ✓ Dress appropriate
- ✓ Increase the frequency and length of rest breaks
- ✓ Outside keep in shaded areas (trees)
- ✓ Apply sunscreen
- ✓ Wear sunglasses
- ✓ Eat small meals and eat more often. Avoid high-protein foods, which increase metabolic heat.

Hypothermia (literally "low-heat") is a condition marked by an abnormally low internal body temperature. It develops when body heat is lost to a cool or cold environment faster than it can be replaced. Temperatures do not have to be below freezing for hypothermia to occur, especially in vulnerable individuals. Many older adults can develop a low body temperature after exposure to conditions of mild cold, which would only produce discomfort in younger people.

Who's at risk?

Although older adults are more vulnerable to hypothermia than younger members of the population, infants under one year are also particularly susceptible. Among the elderly, those most likely to develop hypothermia are the sick, the frail, the very old, the poor who can't afford enough heat, and those medically vulnerable individuals who do not know how to keep warm when exposed to the cold.

Controlling Cold Stress

- ✓ Wear warm clothing. Instead of tight clothing, wear several loose, warm layers. Wear a hat and scarf to avoid significant heat loss through your head and neck.
- ✓ Eat nutritious foods and exercise moderately; proper diet and physical conditioning help protect you against abnormal heat and cold.
- ✓ Get proper rest; fatigue makes you more vulnerable to subnormal heat and cold.
- ✓ Drink adequate amounts of liquids, such as water. Limit your alcohol intake because alcohol speeds up body heat loss.

Conclusion

“Thank you for taking the time to make a difference in the lives of your fellow neighbors in Petawawa and surrounding areas, for the young and young at heart and those you know and those you don’t.”

✓ ***Town of Petawawa Parks Recreation Staff***

Those who can, do. Those who can do more, volunteer.
~Author Unknown

It's easy to make a buck. It's a lot tougher to make a difference.
~Tom Brokaw

Volunteers do not necessarily have the time; they just have the heart.
~Elizabeth Andrew

The best way to find yourself, is to lose yourself in the service of others."
~Ghandi

"If every American donated five hours a week, it would equal the labor of twenty million full-time volunteers."
~Whoopi Goldberg



Town of Petawawa Parks and Recreation Department Policies and Procedures

VOLUNTEER POLICY

POLICY STATEMENT

The purpose of this policy is to establish guidelines for volunteer participation in department programs. The Parks and Recreation Department actively pursues volunteers and supports volunteerism. The department encourages the use of volunteers in providing support and assistance in maintaining and beautifying the department's events, programs, parks and facilities.

Definition

A volunteer is a person who of his/her own free will offers their time and skills without compensation.

Recruitment

Staff will routinely recruit and solicit volunteers through various mediums that include flyers, newsletters, television, radio, and other outreach efforts. All volunteers/applicants will be required to complete prior to participation.

Screening

Through an application process staff will identify volunteer skills and areas of interest so that appropriate placement can occur. This will enable volunteers to be placed in a job that is appealing as well as satisfy program needs. All "first time" volunteers/applicants criminal background will be reviewed. Once a volunteer/applicant is approved, he/she will be required to submit to a Police Criminal Record Check every two years. Screening will be conducted prior to the start of the program.

All volunteers ages 18 and older will be required to undergo a Vulnerable Sector Check. This screening process will not be considered complete until the background investigation has been completed. Anyone with criminal charges found in the "criteria of exclusion" section will be disqualified from volunteering.

Interviewing

Staff is responsible for arranging interviews with volunteers. This will enable both the volunteer and staff to become acquainted and determine if the skills the volunteer possess best fit his/her needs. This also creates the opportunity for the volunteer to better understand the job for which he/she applied.

Training

The supervising staff is responsible for orientating and training volunteers for specified

assignments. The supervisor will convey necessary information to the volunteer in order for him/her to perform the job to best of his/her ability.

Evaluation

Both volunteers and staff will conduct an evaluation to assess the program's effectiveness from both perspectives annually. Most importantly, the goals and objectives of the program and methods for achieving these goals will be reviewed.

Recognition

Volunteer Logs will be maintained for each volunteer, which will include the number of hours spent in volunteer service and documentation of volunteer accomplishments. The Parks and Recreation Department will honor its volunteers through various activities to include letters of thanks and special tokens of appreciation etc. to citizens of Petawawa.

Use of Town Vehicles

Volunteers are **NOT** allowed to operate town vehicles.

Dress

All volunteers are required to dress appropriately for the assigned task and location.

Criteria for Exclusion

The Parks and Recreation Department wants to be sure that every decision made about an individual's eligibility to volunteer is correct. The Parks and Recreation Department will carefully consider all the information before any decisions are made that affect an individual's eligibility. A person shall be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

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 10 years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS - All misdemeanor violence offenses within the past 7 years - Examples include: simple assault, battery, domestic violence, hit & run, etc. All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 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. Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft—if person is handling monies, etc.

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal or dismissal.

PENDING CASES

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

DETERMINATION OF ELIGIBILITY

Upon finding a record that may result in an ineligible determination, The Parks and Recreation Department will contact the volunteer to make certain all information provided is accurate. The volunteer's information will be investigated to confirm the accuracy of the information before a determination is reached. If a volunteer's background check includes a charge set forth on the list of disqualifiers above, The Parks and Recreation Department shall immediately disqualify that individual from volunteering. A letter will be sent from The Parks and Recreation Department to the volunteer/applicant and to the Manager of Parks and Recreation notifying them of the volunteer/applicant's ineligibility to volunteer.

APPEAL PROCESS FOR INELIGIBILITY

Volunteer applicants who are determined ineligible will receive a letter of denial. The letter will reference the Town of Petawawa background check and the disqualifier that led to the decision. The Parks and Recreation Department will ensure every volunteer who wishes to work with the Parks and Recreation Department programs has a fair and equitable opportunity to do so. In the event a volunteer wishes to challenge the results of a background screen, he/she will be granted the right to appeal as outlined in the letter of denial.

To appeal a decision, a person must file a notice of appeal by submitting all matters for consideration in writing. The volunteer shall be responsible for providing all documentation to support his/her claim. The notice of appeal must be received by the Parks and Recreation Department within 12 days of the date on the background check notification letter. A copy of the decision that is being appealed (e.g., the notification letter) should be included with the notice of appeal.

The notice of appeal should include:

- ✓ The full name and address of the appellant.
- ✓ The name of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson)
- ✓ The address of the person making the request on behalf of the appellant.
- ✓ The grounds for the appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision.)

- ✓ The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision.)
- ✓ A description of the relief requested (what do you want to see happen at the end of the appeal.)
- ✓ The signature of the appellant or the appellant's representative.

VOLUNTEER DISCLOSURE RESPONSIBILITY

Any volunteer determined eligible to participate in all programs and is subsequently arrested, charged, committed, and/or found guilty of any disqualifying offense (as defined above) shall immediately (the next business day) notify the Parks and Recreation Department. The volunteer shall be immediately removed from the voluntary position until the official disposition of the case is reviewed by the Parks and Recreation Department. Failure to notify the department immediately shall result in the volunteer being permanently disqualified for participation in all programs.

APPROVED VOLUNTEER LIST

A list containing all of the names of approved volunteers, the date of their background check and the date it needs to be renewed will be securely filed by the Manager of Parks and Recreation, so it can be accessible to confirm if a volunteer is approved.

CONFIDENTIALITY

All records will remain the property of Parks and Recreation Department and will be held in confidence. No portion of the documents will be disseminated in any way, except for the Manager of Parks and Recreation Department and designate to determine the eligibility and suitability of a volunteer/applicant. This fall within the Town's responsibility under the MFIPPA legislation

OTHER TYPES OF VOLUNTEERS

Court Appointed Community Service– Individuals who need to perform community service at an approved agency as a stipulation set forth by a judge.

1. Any employee receiving a request by a court directed individual will refer the individual to the Department's Manager of Parks and Recreation.
2. Information regarding the individual's offense must be submitted along with the request for community service assignment. Contact information for the individual's probation officer or other court designee must be provided prior to beginning community service assignment.
3. In cases involving illegal drugs, child abuse, assault, or sexual offenses, all requests will be denied. In cases where information regarding the individual's offense is not made available, the Manager of Parks and Recreation or Parks and Facility Supervisor may deny request.
4. The Parks and Facilities Supervisor will be kept apprised of any problems occurring during assignments. A copy of the final report detailing hours, duties, etc. will be provided after required community service hours are met.
5. Sites may refuse or dismiss any community service participant at the discretion of the

supervisor.

INTERNS

An intern is defined as a student who works on an entry level professional basis under the supervision of a designated leader.

High School Students

- Must be in good standing
- The attending school makes recommendations for possible intern

Under graduate Students

- Must be in good standing
- Enrolled in degree/ diploma program
- Registered during internship

Graduate Students

- Must be in good standing
- Enrolled in degree program
- Registered during internship

Note: Students must submit an official college transcript and approval from Academic Advisor or Career Development Counselor in order to participate in an Internship Program. Individuals enrolled in special developmental programs will be considered for participation in the Internship Program on a case by case basis.

STATUS

- Year round: For a period of twelve months.
- Seasonal: For a limited period, usually for no less than one semester.
- Number of Hours:
 - Casual Part time from 10 - 20 hours weekly. During the school year from September to May, Interns will be assigned to work part time hours only.
 - Temporary Full time from 30 - 40 hours weekly. During the summer from May to August, Interns may be assigned to work either fulltime or part time hours.

GUIDE

- All work requests for Interns must be coordinated through The Parks and Recreation Department for the Town of Petawawa.
- Applicants must be screened, interviewed, and hired with the assistance of the Manager of Parks and Recreation or Parks and Facilities Supervisor.
- Applicants must review Performance Evaluation during the interview
- Intern positions do not need to be re-advertised if the Supervisor intends to rehire the Intern.

Town of Petawawa Parks and Recreation Department
PARK & RECREATION DEPARTMENT
VOLUNTEER APPLICATION
16 Civic Centre Road, Petawawa, Ontario, K8H 2H5 613-687-5678

Name: _____

Date: _____

Present Address: _____

Phone Number: _____

Email: _____

EDUCATION

	Name of School	Location	Graduation Date	Course or Degree
High School				
College or University				
Other				

*Related to position desired **EXPERIENCE** *List most recent first

Dates From/To	Name of Employer Location	Title/Duties	Supervisor

Explain why you want to volunteer for the Town of Petawawa Parks & Recreation Department, and what qualities would make you an outstanding volunteer for the Town?

REFERENCES (Do not include relatives)

Name	Address	Phone #	Title/Relationship

PROGRAM EXPERIENCE

*Please list some activities in which you have participated.

_____	_____	_____
_____	_____	_____
_____	_____	_____

HOURS AVAILABLE TO WORK (Exact Hours)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

--	--	--	--	--	--	--

Do you have transportation to and from offsite programs? Yes ___ No ___

BACKGROUND INFORMATION

Have you provided current resume	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have provided all current certificates or qualifications	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed a Police Record Check	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed a Vulnerable Sector Check (Only for those 18 years of age or older)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any false statements knowingly made in this application or any misstatements, deception, fraud or omissions of material on your behalf will be cause for eliminating you from consideration for volunteering.

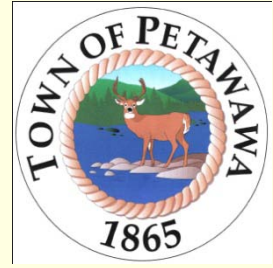
The information I have provided may be verified, and I give permission to the Town of Petawawa to conduct a check of criminal land/or drivers' license records, and to make inquiry of others concerning suitability to act as a volunteer. I affirm that I have read the above and that the information I have given is true and complete.

_____ PRINT NAME	_____ SIGNATURE	_____ DATE (MM/DD/YYYY)
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SECTION FOR OFFICE USE ONLY

_____ PRINT NAME	_____ TITLE	_____ DATE (MMM/DD/YYYY)
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COMMENTS:



APPENDIX - C

Town of Petawawa Parks & Recreation

Date: _____

On behalf of the Town of Petawawa Parks and Recreation Department we acknowledge that, _____ is currently completing an application with regards to volunteering within the Town's Parks and Recreation Department. Due to the nature of volunteering with the public, the Town will take all steps necessary to ensure the safety of all parties involved. All volunteers are required to have a criminal record check completed and in addition a vulnerable sector check completed for all persons of age 18 and older. This letter is confirmation that the above mentioned person will be volunteering with the Town of Petawawa Parks and Recreation Department upon completion of all above mentioned documents.

Thank you for your cooperation,

Kelly Williams
Manager Parks and Recreation

Town of Petawawa

APPENDIX – D



Ontario
Provincial
Police

VULNERABLE SECTOR CHECK - PSODB

**Consent to Disclosure of
Personal Information**

Applicant Information

PAID POSITION

VOLUNTEER POSITION

Surname					Given Names (first & middle)		
Maiden Name or Previous Married Name (if applicable)					Place of Birth (City, Province)		
YY	D.C.B. MM	DD	Sex	Area Code	Telephone (Res)		
					Driver's Licence Number		
Current Address (211 if applicable)					City/Municipality, Province		Postal Code

Previous Addresses - Last 5 Years (IF DIFFERENT FROM ABOVE)

Address:	City/Municipality, Province	Postal Code
Address:	City/Municipality, Province	Postal Code
Address:	City/Municipality, Province	Postal Code
Address:	City/Municipality, Province	Postal Code
Address:	City/Municipality, Province	Postal Code

Position Particulars - (Please Read Carefully)

I hereby consent to full disclosure by the Ontario Provincial Police (OPP) to the person(s) listed below, of all police record information. This consent includes the release of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the Criminal Records Act, or any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or Act of the Legislature. This consent also includes and authorizes the release of information available from the files of the OPP or any other police agency, including occurrence information, which the OPP deems necessary to fulfill the requirements of the applicant screening process. This consent is given pursuant to s. 42(b) of the Freedom of Information and Protection of Privacy Act.

Name of Organization Requesting Vulnerable Sector Check
TOWN OF PETAWAWA.
Contact Person at Organization
X



Ontario
Provincial
Police

VULNERABLE SECTOR CHECK - PSODB

**Consent to Disclosure of
Personal Information**

The *Criminal Records Act*, provides for additional information to be provided to a person or organization responsible for the well-being of one or more children or vulnerable persons. I am an applicant for a paid or volunteer position with such a person or organization, as defined by the *Criminal records Act*, as described below:

Your Position Title:
Details regarding the position which involves a child(ren) or vulnerable person(s)

Therefore, pursuant to a request by the above person or organization, I hereby consent to a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the offences listed in the schedule to the *Criminal Records Act*. I understand that pursuant to this consent, if I am determined to be the person named in a criminal record as described above, that record may be disclosed to the Ontario Provincial Police (OPP) and the OPP will then disclose that information to me and to the person or organization referred to above.

Release and Discharge

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, The Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury however arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

Signature of Applicant Date

Identification Verified By:

Parent/Guardian Signature (If under 18 yrs of age)

Have you had a Criminal Record Check completed previously at this Detachment?

NO YES (If so approx. when: _____)



Request for Vulnerable Sector Screening Check

THIS FORM MUST:

- Originate from the organization requesting a check of the Pardoned Sexual Offender Database; and
- Accompany each completed LE220E or LE220F consent form.

This completed form must be on file for each request for a Vulnerable Sector (VS) check and be available for audit purposes.

TO BE COMPLETED BY REQUESTING ORGANIZATION:

Reason for Request: Employment Volunteer Student

Name of Organization: TOWN OF PETAWAWA.

Name of Contact at Organization: _____

Telephone #: 613-687-5678

Name of Applicant: _____

Position Being Applied For: _____

IN WHICH VULNERABLE SECTOR WILL THE APPLICANT BE WORKING?

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

- (a) Are in a position of dependence on others; or
 (b) Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Children (under 18) -

Elderly -

Disabled -

Other circumstances: Please specify the circumstances that require a Vulnerable Sector Check.

Contact with the Ontario Provincial Police under the *Mental Health Act*:

The OPP data banks include information on a person's contact with the OPP under the *Mental Health Act*. This information is not disclosed by the OPP as part of a reference check unless the organization requesting the reference check certifies that the information is required to complete an evaluation of applicant suitability. The following section must be completed by an authority of the requesting organization.

I, KELLY WILLIAMS
 (Print name of representative authorized to bind requesting organization),

CERTIFY THAT TOWN OF PETAWAWA (Print organization name)

requires the OPP include information about the applicant's contact with the OPP under the *Mental Health Act*, if any, in the reference check. The result will be provided to the applicant. I certify that the disclosure of information is required as it relates to a bona fide occupational/volunteer requirement and is required to assess the applicant's suitability for the position. The applicant is aware that responsibilities of the position relate to the request for *Mental Health Act* apprehension information.

OR

does NOT require that the OPP include information, if any is available, regarding contact with the applicant under the *Mental Health Act* in the reference check.

VERIFICATION OF PERSONAL IDENTIFICATION

Applicant is attending an OPP Detachment to have their identification verified. OR

I have viewed two valid pieces of government issued identification (photocopies attached) in the name of the applicant, one of which is valid photo ID (example, driver's licence or passport) to confirm the identity of the applicant.

SIGNATURE OF REPRESENTATIVE OF ORGANIZATION REQUESTING CHECK:

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY APPLICANT:

Name of Applicant: _____

I hereby declare that the information submitted on this form is true and complete. I understand that making a false statement may disqualify me from obtaining a Vulnerable Sector Screening Certificate, and may subject me to criminal charges or other legal liability.

I HEREBY AUTHORIZE, AND CONSENT TO, FULL DISCLOSURE OF THE FOLLOWING INFORMATION AND RECORDS BY THE OPP AND BY ANY OTHER POLICE AGENCY IN CANADA TO WHICH A COPY OF THIS FORM IS PROVIDED:

- Criminal record (including youth records that are disclosable, pursuant to the *Youth Criminal Justice Act*);
- Pardoned sexual offences (see "Consent to Pardoned Sexual Offence Check", below);
- Findings of not guilty by reason of mental disorder;
- Probation, prohibition and other judicial orders, which are in effect;
- Details of incidents that may assist an agency in making an informed decision, including investigations where either no charges were laid or there was no finding of guilt; and/or
- Contacts with the police under the *Mental Health Act* (if requested).

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED. (Not applicable for persons under 18 years of age)



**Town of Petawawa
Volunteer Consent Form and Agreement**

***ALL VOLUNTEERS UNDER THE AGE OF 19 MUST HAVE A PARENT OR LEGAL
GUARDIAN COMPLETE SECTION B***

SECTION A – VOLUNTEER AGREEMENT

In volunteering with the Town of Petawawa, I hereby agree to work under the direction and control of authorized employees of the Town of Petawawa. I will abide by the policies, procedures and guidelines as established by the Town and as shared with me through the orientation process. I understand that my services as a volunteer may be terminated without notice by an authorized employee of the Town at any time. I also understand and acknowledge that the Town of Petawawa does not carry disability or workman’s compensation insurance coverage to my benefit.

Volunteer Signature

Date

Parent or Legal Guardian Signature

Date

SECTION B – CONSENT OF PARENT OR LEGAL GUARDIAN FOR VOLUNTEER PARTICIPATION BY A MINOR

I understand that my child or ward’s services are being offered on a volunteer basis without anticipation of any financial remuneration. I agree that he/she will abide by any rules and direction provided by those helping to administer the volunteer program. I authorize first aid to be administered to said minor if necessary.

Name of Parent or Legal Guardian

Name of Minor D.O.B.

Signature of Parent or Guardian

Date

SECTION C – EMERGENCY CONTACTS

Name: _____

Phone: _____

Name: _____

Phone: _____

Parent or Legal Guardian Signature: _____ Date: _____