

Department: Up Yonda Farm, Environmental Education Center

Volunteer will report to: Kristen Wilde, Rick Landry, Anna Moreau, other Warren County staff

Responsibilities:

- Administrative (guest check-in, folding brochures, entering/compiling data)
- Event (Maple Festival, Trunk-or-Treat, Open House)
- Exhibit Maintenance (animal care, assisting with exhibit creation, etc)
- Facility Maintenance (trail work, painting, invasive species)
- Gardening (planting, weeding, watering)
- Program Assistance (developing, leading, assisting Naturalists in programs)

Anticipated Start Date: _____ **Anticipated End Date:** _____

Anticipated Days/Hours: _____

Volunteer Information: (to be filled out by applicant)

Name: _____

Address: _____

Telephone: _____

Emergency Contact Name: _____ Telephone: _____

Can you perform the required duties with or without reasonable accommodation? Warren County is an equal opportunity/affirmative action employer. If necessary, please explain.

Have you ever been convicted of any crime that impacts the volunteer work you are applying for?

Yes No

If yes, please explain and provide dates (note this will not automatically bar you from the position as each case is considered on its merits)

Do you know any foreign language?

Language: _____ Speak Read Write

Language: _____ Speak Read Write

References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

By signing below, the Volunteer Applicant acknowledges the following:

- Volunteer has received a copy of the Warren County Volunteer Policy and Procedure, and agrees to adhere to the standards contained therein while serving in the capacity of a Volunteer.
- Warren County does not provide compensation or financial assistance for volunteer services.
- Volunteers must conduct themselves to protect the interest and safety of all other volunteers, staff and the County.
- Volunteers are an additional insured on the County's liability policy while they are within the scope of their services.
- The County does not carry health, medical, or disability insurance for any volunteer. However, very limited medical expense reimbursement may be available per Local Law No. 4 of 2005.
- Warren County does not provide automobile insurance for any volunteer utilizing a private automobile during their service.
- Volunteers must act in all matters in a manner that will safeguard the reputation and integrity of Warren County and strengthen public confidence in Warren County activities.
- The Volunteer understands that the Activities include work that may be hazardous and releases Warren County from all liability for injury, illness, death, or property damage arising out of or resulting from the Volunteer's activities.
- Volunteer acknowledges that a background check may be done and agrees to provide additional information as requested by Warren County to complete the background check.
- Volunteer's assignments or activities for Warren County may be terminated by Warren County at any time for any reason.

I authorize the release of my name and contact information for the purposes of recognition to the Clerk of the Board if requested: Yes No

Volunteer Applicant Signature _____ Date _____

Printed Name: _____

Legal Guardian Signature (if under 18) _____

Date _____

Volunteer Applicant date of birth (if under 18) _____

To be completed by the Department Head:

Volunteer Approved? Yes No

Department Head Signature: _____ Date: _____

To be completed by the County Administrator:

Volunteer Approved? Yes No

County Administrator Signature: _____ Date: _____