



**Sulphur Creek Nature Center**  
1801 D Street, Hayward, CA 94541  
(510) 881-6747  
E-mail: [nature@haywardrec.org](mailto:nature@haywardrec.org)



Dear Applicant,

Thank you for your interest in volunteering at Sulphur Creek Nature Center. Volunteers play an important role in enabling Sulphur Creek to provide valuable services to both our community and to wildlife.

Sulphur Creek's volunteer program operates year round, including weekends and holidays. Our policy is to start applicants as openings come up in the schedule or when a special need arises. However, before applicants can begin volunteering they must attend a volunteer orientation. At the time of the orientation a \$30.00 processing fee is collected. This fee may be waived for applicants facing a financial hardship. Once the orientation is completed, we schedule our volunteers to work a maximum of one day a week for 2-4 hours. Due to the amount of training we invest in every new volunteer, we also ask for a one-year commitment. Part of the attached volunteer application will ask for the days and times that you are available to volunteer. Sulphur Creek's volunteer schedule is as follows:

Morning Shift	8:30 AM - 12:30 PM
Afternoon Shift	1:00 PM - 5:00 PM
Evening Shift	3:00 PM - 7:00 PM (from mid-spring through summer only)

**\*\*If you are a student and are available to volunteer after school, write in the time you can arrive on the application. \*\***

Your application will be held for one year. When filling in your application, please list all days and hours that you can be available to work. This will better enable us to schedule you as soon as an opening occurs. Please bring or mail this application to Sulphur Creek Nature Center, 1801 D Street, Hayward CA 94541.

We apologize in advance if we do not contact you in a timely manner. Seasonally we receive several applications, sometimes requesting the same hours. If you do not hear from us within one month, please call us regarding the status of your application.

Again, we appreciate your interest in volunteering at Sulphur Creek.

Thank you!



*Fox*



*Peregrine*



*Robins*



*Coyote*





**Volunteers under 18 years of age do not need to complete this form.**

Section 5162 of Public Resources Code of the State of California prohibits the Hayward Area Recreation and Park District from selecting a volunteer to perform service at any of its parks, playgrounds, or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes HARD to screen any such prospective volunteer for his/her criminal background. In light of your interest in being a volunteer to perform services at any of its parks, playgrounds, programs, or recreational centers used for recreational purposes and in order to give effect to Section 51654 of the Public Resources Code of the State of California, please answer the following supplemental questions:

**1. Have you ever been convicted of any crime? Yes\_\_\_\_\_ No\_\_\_\_\_**

A. If your answer is yes, please describe the crime for which you were convicted, the date of conviction, and the jurisdiction in which you were convicted:

---

---

**2. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery, or carjacking?**

Yes\_\_\_\_\_ No\_\_\_\_\_

A. If your answer is yes, please describe the crime for which you were convicted, the date of the conviction, and the jurisdiction in which you were convicted:

---

---

**3. Are you currently released on bail or on your own recognizance for any crime?**

Yes \_\_\_\_\_ No \_\_\_\_\_

A. If your answer is yes, please describe the crime for which you were convicted, the date of the conviction, and the jurisdiction in which you were convicted:

**4. Are you willing to be fingerprinted in order that the HARD may screen you for your criminal background? Yes\_\_\_\_\_ No\_\_\_\_\_**

**DECLARATION**

I hereby declare under penalty of perjury that the foregoing information is true and correct.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date



# Volunteer Commitments and Policies



- I will perform only the duties described by the job description and/or my site supervisor or coordinator.
- I will always work with children in a location that is supervised by HARD staff and will notify the supervisor if I am ever asked to work in an unsupervised setting.
- I will not obtain phone numbers, e-mail addresses, or home addresses from children.
- I will not socialize with the children outside of the program.
- I will follow HARD rules and behave appropriately. I will support HARD policies.
- I will honor confidential information.
- I will be free of the influence of alcohol or illegal substances when volunteering.
- I will never purposefully endanger the life or health of a child.
- I will inform the supervisor of any changes in my address, phone numbers, or emergency contact. I will inform the supervisor if I will be absent or when I stop volunteering.
- I have read the above commitments and policies and understand that I may be dismissed at any time as a volunteer.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If under 18 years of age)

SULPHUR CREEK NATURE CENTER

Areas of Interest

Besides working with animals, Sulphur Creek Nature Center has many other operations. Below is a listing of the various jobs that are done, with a short description of each. Please take time to read these over and check those areas that you would be interested in.

\_\_\_\_\_ Wildlife Volunteer - Care for both resident animals living permanently at Sulphur Creek and injured or orphaned animals being rehabilitated. Duties include cleaning, feeding, and assisting the public with the Lending Library.

\_\_\_\_\_ Convalescent Hospital Visits - Participate with a team of volunteers that visits convalescent hospitals with live animals.

\_\_\_\_\_ Fundraising - Help organize and staff fundraising events and solicit donations.

\_\_\_\_\_ Wildlife Docent - Assist naturalists with educational programs. Duties include leading school and public tours, staffing booths at fairs, and helping at special events.

\_\_\_\_\_ Discovery Center Volunteer - Care for the reptiles, amphibians, fish, and arthropods in the Discovery Center. Duties include cleaning, feeding, setting up displays, and animal enrichment.

\_\_\_\_\_ Clerical Volunteer - Assist in answering phones, mailings, record keeping, computer data entry, and greeting the public.

\_\_\_\_\_ Gardener - Help maintain the wildlife garden and landscaped areas in the park.

For the above checked area, please list any special training or education you have that would help you out in these jobs. Also list any hobbies, special skills or "life-long interests" you might have that would be appropriate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BIRTHDATE:** \_\_\_\_\_

**For Office Use Only**

Called Date \_\_\_\_\_ by \_\_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

Never returned call

Assignment  Rehab  Docent  Clerical  Vet  
 Gardening  Fundraising  Museum  Special Events

Orientation Date \_\_\_\_\_