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. Volunteers 18 years of age and older will need to go in for fingerprinting. At the time of the orientation a $40.00 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
Volunteer Application

Volunteers help us achieve our mission to enrich the quality of life for our community by providing a variety of recreation activities and facilities that promote health and wellness, learning, and fun. Your dedication and dependability are extremely important.

Name (please print): ____________________________________________________________

Last Name: __________________ First Name: ___________________ Middle Initial: ____________

Address: ____________________________________________________________

City: __________________ Zip: __________

Primary Phone: __________________ Secondary Phone: __________________

Email Address: __________________

Emergency Contact Information

Name: __________________ Relationship: __________________

Primary Phone: __________________ Secondary Phone: __________________

Please check the volunteer program(s) that interest you the most:

☐ Aquatics ☐ Camps ☐ Golf ☐ Nature ☐ Parks ☐ Photography

☐ Senior Adults ☐ Special Events ☐ Special Needs ☐ Sports ☐ Theatre ☐ Youth

Current employment status? ☐ Employed ☐ Retired ☐ Self-employed ☐ Student ☐ Unemployed

If employed, please list profession and employer. If student, please list school and grade.

___________________________________________________________________________

What is your highest level of education?

☐ High School Graduate ☐ Some College ☐ College Graduate ☐ Graduate Degree

What days and hours are you available to work?

___________________________________________________________________________

Have you personally used our services? If so, please describe:

___________________________________________________________________________

How were you referred to us? ☐ Volunteer Match ☐ HARD Website ☐ Other _______

Other information to share with us (Specific skills, qualifications, foreign language skills, trainings):

___________________________________________________________________________

See reverse side for Volunteer Background Information, Commitments and Declaration.
Volunteer Background Information, Commitments and Declaration

Hayward Area Recreation and Park District- Screening and Background Check Policy
All employees and volunteers shall submit to a screening process. Pursuant to the requirements of Section 5164 of the Public Resources Code of the State of California, Hayward Area Recreation and Park District requires that all employees or volunteers age 18 or over (age 17 if it is anticipated they will turn 18 during the time in their position), be fingerprinted at the time of hire, even those not in a position having supervisory or disciplinary authority over any minor or dependent adult. Fingerprinting will be done through a Live Scan location designated by the District and at District cost, who will then submit the fingerprints to the Department of Justice. Non-employees (independent contractors) shall also be subject to this policy, but at their own expense. Fingerprinting must be completed prior to the employee, volunteer or independent contractor’s first day on the job.

Volunteer Commitments
• 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 H.A.R.D. 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 address from children and/or participants.
• I will not socialize and have contact with any children and/or participants outside of the program.
• 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 participant.
• 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 and when I will stop volunteering.
• I have read the above commitments and policies and understand that I may be dismissed at any time as a volunteer.

Volunteer Declaration
I hereby certify that all statements made in this application are true and declare under penalty of perjury that any information provided is true and correct. I agree and understand that misstatements or omissions of material or facts herein may forfeit my rights to volunteer and H.A.R.D. may immediately cease allowing me to perform voluntary services, without notice. In seeking to be accepted as a H.A.R.D. volunteer I understand that my volunteer assignment may be terminated at any time, without notice. I hereby agree to indemnify and hold H.A.R.D. harmless from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of volunteering or termination of my volunteer service rendered to H.A.R.D.

Signature________________________________________________________ Date_______

Parent/Guardian Signature (If volunteer is under 18 years):________________________ Date_______

H.A.R.D. Reviewer Signature________________________________________ Date_______
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, etc.
- **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 (year optional, if under 18 please provide full birth date):**

___________________________________________ Individuals

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       Fingerprinting Date (if 18+)