



Sulphur Creek Nature Center
1801 D Street, Hayward, CA 94541
(510) 881-6747
E-mail: 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. 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.

(For office use only)
Last Name: _____

Name (please print): _____
Last First Middle Initial

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Emergency Contact Information

Name: _____ Relationship: _____

Primary Phone: _____ Secondary Phone: _____

First Name: _____

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? Attending Middle or High School
 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):

Program: _____

Fingerprint Date: _____

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 follow H.A.R.D.'s Code of Conduct, Rules and Policies and behave appropriately.
- 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** _____

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/Animal Care Volunteer - Care for both resident animals living permanently at Sulphur Creek and injured or orphaned animals being rehabilitated. Some duties include cleaning, feeding, and providing enrichment.

_____ 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, 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):

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+) _____