



## Putnam County Volunteer Packet

*Thank you for considering one or more of Putnam County's Volunteer Opportunities. Enclosed in this packet, you will learn how to apply for one of our volunteer opportunities, and be able to explore what is available for you to consider.*

*Carefully read the contents of the Volunteer Packet, follow the steps for submitting your paperwork, and then your request will be processed as quickly as possible.*



Library Services



EOC



Animal Services



Parks & Recreation

Send Completed Applications to: Putnam County Government –HR Dept. Post Office Box 758, Palatka FL 32178-0758

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## Putnam County Volunteer Program Overview

Putnam County Governmental operations are such that there are several occasions that volunteer opportunities become available in various County Departments. In addition to department specific volunteer needs, there are other occasions that volunteers are needed. For example, County sponsored Special Events, County Emergency Operations, County Animal Control, or other County Special Projects.



To categorize volunteer opportunities, some of the volunteer assignments may be classified as follows:

**Clerical:** *From time to time, the County requires assistance of a clerical worker, receptionist, or office worker to help with light typing, mail sorting, telephone assistance or other clerical duties. Knowledge of basic office machines is helpful for this type of volunteer assignment. Computer knowledge is a desired skill for some assignments.*

**Special Events:** *The County sponsors special events throughout the year. Volunteers are needed to assist with many different tasks which may include assisting with set up, decorations, distribution of materials, and any other assigned duties based on needs. Of course, there are many different special events during the year, so volunteer assignments may vary on a case by case basis. A list of approved and eligible volunteers will be collected for referral throughout the year, and volunteers will be contacted and given advanced notice when volunteers are needed.*

**Emergency Operations:** *Putnam County has an emergency operations program in place that coordinates efforts within the Community in the event of a local, state or national emergency. Volunteers are needed to work in many different roles depending on the specific need. In some circumstances, free training may be offered and will be provided by the County. Assignments may vary from handing out bottled water, answering telephones, assisting with debris cleanup or whatever need arises based on the emergency event.*

**Animal Control:** *The Animal Control Division has several volunteer categories. As an animal control shelter volunteer, you will play a very important role in the process of finding our adoptable animals their forever homes. Volunteer roles include Animal Socialization, Dog Walker, Cat Cuddler, Animal Groomer, Kennel Care, Clerical or Office worker, and Photographer. Experience working with animals is required for some of the volunteer assignments.*

**Other:** *If you have a special skill or talent that you would like to volunteer to share with the community, please include the details on your application under this category.*

Regardless of the area you wish to volunteer your time and service, you must agree to follow the required steps to be approved and to become an eligible volunteer. Volunteers will:

1. Complete and submit a Volunteer Application;
2. Agree to participate in a thorough background investigation (includes references);
3. Sign a Volunteer Release of Liability Form;
4. Sign a Volunteer Code of Conduct;
5. Attend Volunteer Orientation;
6. Attend Safety Orientation (may be more than one depending on volunteer placement);
7. Track Hours of Volunteering in Host Department.



# Volunteer Application

**INSTRUCTIONS:** Careful and thorough completion of this application is an **important** step in the County's consideration of individuals for volunteer assignments. Resumes are not accepted in lieu of the fully completed application. Please type or legibly print your responses in blue or black ink. Please notify the Human Resources Department if you require an accommodation to complete this application.

## Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

*Please answer the following questions by checking [✓] yes or no. Please provide an explanation as appropriate. You may use a separate sheet of paper if needed.*

1. Do you live within the county limits of Putnam County? [ ] Yes [ ] No
2. In any civilian or military court, have you ever been convicted of any crime, pled guilty or no contest to any crime whether adjudication of guilt was withheld or not, or entered into any pretrial diversion program? [ ] Yes [ ] No

**Please Note:** An affirmative response is not an absolute bar to volunteering. The nature, job-relatedness, severity and date of the offense in relation to the volunteer job will be considered. If "yes", please explain the circumstances, including: (1) date of offense; (2) date of conviction, guilty or no contest plea, and/or entry into pretrial diversion program; (3) location; and (4) jurisdiction: \_\_\_\_\_

3. Have you ever been sued for damages in any civil proceeding for battery, assault, false imprisonment, or for any other type of intentional wrong? [ ] Yes [ ] No If "yes", please explain the circumstances: \_\_\_\_\_

4. Have you ever been employed by Putnam County Government? [ ] Yes [ ] No If yes, give dates: \_\_\_\_\_

5. Are you willing to participate in a thorough background check? [ ] Yes [ ] No

### **[✓] the Volunteer Area or Areas of Interests**

[ ] Office or Clerical Tasks – I want to work with: Answering phones, filing, typing, scanning

[ ] Special Events – I want to: \_\_\_\_\_

[ ] Emergency Operations – I want to: \_\_\_\_\_

[ ] Animal Control – I want to work with: Animal Socialization, Dog Walking, Cat Cuddling, Animal Grooming, Kennel Care, Clerical / Office work, or Photography.

[ ] Other – I have a Special Skill and I want to: \_\_\_\_\_

<b>SPECIAL SKILLS, APTITUDES AND QUALIFICATIONS: List details of all skills, aptitudes, and qualifications relevant to the position for which you have applied.</b>		<b>EDUCATION</b>	Did You Graduate?
Typing? <input type="checkbox"/> Yes <input type="checkbox"/> No      Speed:      wpm	Shorthand? <input type="checkbox"/> Yes <input type="checkbox"/> No	High School or GED	
List Computer Experience:	Speed Writing? <input type="checkbox"/> Yes <input type="checkbox"/> No	College	
Office Machine You Can Operate:		Graduate School	
Equipment You Can Operate:		Vocational School	

**PLEASE DESCRIBE ANY RELEVANT EXPERIENCE FOR THE VOLUNTEER OPPORTUNITY YOU ARE INTERESTED IN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES** In order to complete your application, we require three (3) personal references. You are responsible for providing correct and complete information for reference verifications. Please do not include relatives as references.

Name and Occupation	Address	Telephone Number

**PLEASE CAREFULLY READ BEFORE YOU SIGN THE VOLUNTEER APPLICATION**

I certify that each answer to the questions in this application and all other information provided by me is true and correct to the best of my knowledge. I understand that any misrepresentations of facts shall be considered as a basis for rejection of my volunteer application or discharge if accepted. I authorize Putnam County Human Resources to verify information in this application and to contact the references provided in my application. I understand that a background screening will be conducted as it applies to the volunteer assignment in which I have expressed an interest and I give my consent to the same. In the event that more extensive background information is required, that cost may be my responsibility. I agree to abide by and comply with all rules, regulations, policies and practices of Putnam County Government and with all procedures established for Program Volunteers.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Return completed application to:      Putnam County Government  
 Attn: Human Resources Department  
 2509 Crill Ave. Suite 300  
 Palatka, Florida 32177

## Volunteer Code of Conduct

I, \_\_\_\_\_ (printed volunteer name), as a volunteer of Putnam County Government, understand that I am volunteering to perform volunteer work and agree to the following:

*Initial along-side each point to acknowledge:*

- Volunteer agrees to conduct myself in a caring, professional, and compassionate manner.
- Volunteer understand that he or she is expected to adhere to the guidelines outlined here and that failure to do so may result in my dismissal as a volunteer.
- Volunteer agrees to treat all people, animals, and property with respect and consideration regardless of the circumstances.
- Volunteer will demonstrate an attitude of helpfulness and kindness in interactions with all others.
- Volunteer will not misrepresent his or her self to others and will adhere to established policies and procedures.
- As a Volunteer, if I do not know the answer to a question, I will find someone that does and will not assume to know what to say. I understand the importance of answering questions correctly as well as the damage that can be caused by providing erroneous information.
- Volunteer acknowledges that he/she must faithfully carry-out all approved volunteer services and must not impede the proper work of Putnam County Government.
- Volunteer will keep personal safety and the safety of others as first priority.
- Volunteer will report to the volunteer supervisor or manager any safety concerns in an effort to help create a safe and productive work environment.
- Volunteer will immediately report any injuries or accidents he/she is involved in or witnesses immediately to the volunteer supervisor or manager. Volunteer will report any injuries of self or others in order to promote a safe working environment.
- Volunteers will not attempt to perform any tasks in which the volunteer has not been both trained and/or approved to perform.
- Volunteer will dress appropriately for the work performed as a volunteer. Volunteer understand that shorts, sandals, open toed shoes, torn jeans or shirts, tight fitting or provocative clothing are considered inappropriate attire. If the volunteer is issued a t-shirt, the volunteer is expected to wear the t-shirt while volunteering.
- Volunteer understands that as a volunteer, if any violation of these guidelines occurs that my volunteer opportunity may be terminated without notice.

For Animal Control Volunteers:

- Volunteer understands that volunteer work is to help the animals become more adoptable or to get adopted or rescued. This is the main focus and is primary motivation for volunteering.
- Volunteer will accept the boundaries that have been established by Putnam County Animal Services, understanding they are in place for the volunteer's own safety, the safety of others, and the safety of the animals.
- Volunteer agrees to provide complete, accurate, and honest information during all of my interactions with visitors, staff, other volunteers, and management. Volunteers will not distort or withhold information that pertains to an animal or any service or program of Putnam County Animal Services or any other Putnam County Department.

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Animal Control Staff

\_\_\_\_\_  
Date



## Volunteer Release of Liability

I, \_\_\_\_\_ (printed volunteer name), in consideration of being permitted to participate as a volunteer for Putnam County Government, hereby release and hold harmless Putnam County, its employees, representatives, agents, Commission, volunteers, and managers from any and all liability, direct and indirect, and all claims, rights, demands, lawsuits, actions, expenses, damages, or causes of action, which I or my heirs, personal representatives, successors, assigns or anyone claiming by, through or under me, in the event I am injured or killed while performing as a volunteer.

I fully understand that this release includes, but is not limited to any claims, rights, demands, actions, causes or actions, expenses and damages, whatsoever which may arise from any injury, act or omission, caused, occasioned or contributed to, actually or allegedly, by the negligence, sole or concurrent, of one or more of the parties released herein.

I acknowledge that I have read, fully understand and voluntarily agree to this Release and that no verbal inducements apart from this release have been made to me.

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Staff

\_\_\_\_\_  
Date



\_\_\_\_\_  
Volunteer Email Address (Please print clearly)

\_\_\_\_\_  
My Contact Address

\_\_\_\_\_  
My Phone

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
2<sup>nd</sup> Emergency Contact Name

\_\_\_\_\_  
Phone

In addition to above, if an Animal Control Volunteer:

I, \_\_\_\_\_ (printed volunteer name), understand that working with animals carries with it inherent risks including the potential for bites, scratches, and falls. I further understand that other risks may exist including possible exposure to zoonotic and communicable diseases. I further acknowledge that any type of volunteer work carries with it certain risks.

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Animal Control Staff

\_\_\_\_\_  
Date