



DEERING ESTATE AT CUTLER

Job Title	Volunteer Internship: Junior Naturalist
Objective	This exciting environmental awareness and stewardship program helps youth between the ages of 14 and 20 develop leadership skills while learning about the natural world.
Job Description	Junior Naturalists participate in educational and recreational programs that help them stay fit, active, and interested in the outdoors. They assist the Education & Interpretive Staff by setting up for activities; greeting groups; providing support during tours and programs; cleaning up; and putting away equipment and materials. They help with the Estate's Living Classroom programs for children, including Eco-Academy, School Yard Science, Book Nook by the Bay, birthday parties, and camp (must be at least 16 years old to be a camp volunteer). They may also assist with Eco-tours, such as canoe and bicycle excursions and nature hikes for the public.
Requirements	Applicants will be required to comply with Miami-Dade County's policies which will include submitting to a criminal background check and may include fingerprinting by the Park Department. Junior Naturalists must be enthusiastic, cheerful and willing to learn. They should have an interest in the natural world and enjoy working with people, especially children.
Availability	Daytime hours. Weekdays and/or weekends year-round. Junior Naturalists must commit to assisting with at least one Living Classroom Program per month for the duration of their service.
Training & Benefits	After a site orientation, participants complete a five-day training course that includes an introduction to the Deering Estate at Cutler's Living Classroom Programs and instruction in Adult/Child CPR (valid for 1 year), First Aid (valid for 3 years), and Small Watercraft Safety (lifetime certification). Community service credit is given for time spent in training and in assisting with Estate activities. Junior Naturalists are recognized at the annual Miami-Dade County Park and Recreation Volunteer Day and Award Ceremony. <u>A fee may apply to cover the costs of processing, training materials, and Red Cross instruction and certifications.</u>
Required Forms	Ages 14 to 17: <i>Volunteer Application and Affidavit of Volunteer Service.</i> Ages 18 to 20: <i>Volunteer Application, Affidavit of Volunteer Service and Fingerprint and I.D. Information.</i>



DEERING ESTATE AT CUTLER

1. Please tell us why you would like to become a volunteer at the Deering Estate at Cutler.

2. What are your key skills, abilities, and interests?

3. What training or experience do you have that will be helpful in this position?

4. How do you hope to benefit from your service?



Miami-Dade Park and Recreation Department

Volunteer Application

Please print clearly and return completed form to the facility where you would like to volunteer or any Miami-Dade park office.

Form with fields: Today's Date, Individual/Corporate checkboxes, Co. Name, SS#, Date of Birth, Male/Female checkboxes, Last Name, First Name, MI, Address, Apt #, City, State, Zip, Home Phone, Cell Phone, E-Mail, Are you 18 years of age or older?, Driver's License Number or ID Number.

Form with questions: Will you be volunteering more than three (3) times within the next six months?, When are you available to start as a volunteer?, Is this volunteer service required by a government agency or court order?, Are you fulfilling requirements for community service hours?

Have you ever been convicted of a felony? Yes No
If yes, please explain below. (Answering yes does not necessarily exclude you from being selected for volunteer service)

Please check below which areas are of interest to you?

Table with 4 columns: Education, Customer Relations, Administrative / Computer, Specialty / Miscellaneous. Includes checkboxes for Academic Tutoring, Hosting / Greeting, Office / Clerical Work, Dog Park / Maintenance, etc.

Please tell us how you found out about volunteering or the Adopt-A-Park Program with Miami Dade Park and Recreation?

Form with checkboxes: Newspaper, School, Website, Park Employee / Friend, Other.

I request approval to volunteer my services at:
Under the supervision of (park manager or designee):

USE OF SOCIAL SECURITY NUMBER

The Miami-Dade Park & Recreation Department (the "Department") collects your Social Security number for identification and verification, reconciliation, tracking, and record keeping purposes.

INDEMNIFICATION

I understand that I am not an employee of Miami-Dade County (the "County") and will not receive payment for my volunteer services. I understand that as a volunteer I am covered under the Workers' Compensation Laws of the State of Florida as outlined in Chapter 440 of the Florida Statutes.

I further understand that as a volunteer I am not allowed to operate any power equipment, drive County vehicles, handle County funds, supervise County employees, provide "life guarding" services or use/handle pesticides, herbicides or other hazardous chemicals.

By signing this request, I additionally certify that I am aware that the Department will make the appropriate inquiries into my background as prescribed by Florida Statute 943.04351 (2004) and Chapter 26 of the Miami-Dade County Code.

In exchange for the opportunity to perform volunteer services for the County, and the County's permission to access certain County facilities for this purpose, and for other good and valuable consideration, receipt of which is hereby acknowledged, the undersigned hereby releases, indemnifies and saves harmless the County, its officers, officials, agents, employees, successors and assigns, from and against any and all liabilities, actions and causes of action which may arise, directly or indirectly, from the services and work to be performed by me as a volunteer and from the premises which I will occupy in performing those services and matters incidental thereto.

If Volunteer is less than 18 years old, please complete the following:

Form for parent/guardian: Parent's Name & Address, Signature, Date.

For Office Use Only: STV, LTV, CMV, DDL, Index Code, Preliminary Check, Prelim BG Approval, VECHS Check, VECHS Results Approval.



Stephen P. Clark Center
111 N.W. 1st Street, 20th FL
Miami, FL 33128

MIAMI-DADE COUNTY HUMAN RESOURCES FINGERPRINT AND I.D. INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Place of Birth (State or Country): _____

Gender: _____ Height: _____ Ft. _____ In. Weight: _____ Lbs. Eyes: _____ Hair: _____

Race which you would be identified (Please Check One):

_____ White _____ Black _____ Hispanic _____ Asian _____ Other

Are you a US Citizen? Yes _____ No _____ Social Security #: _____

Department: _____ Occupation: _____

Start Date: _____

To be filled by **Department Personnel Only**. Please provide index code on PCD for New Hire Orientation Purposes only.

Title of Position: _____ Employee Status: _____

Job Opening #: _____ Index Code: _____

Temp Agency (If Applicable): _____

I hereby certify that all statements made are true to the best of my knowledge.

Signature: _____ Date: _____

Affidavit of Volunteer Service

I understand that I am not an employee of Miami-Dade County (the "County") and will not receive payment for my volunteer services. I understand that as a volunteer I am covered under the Workers' Compensation Laws of the State of Florida as outlined in Chapter 440 of the Florida Statutes. I further agree to immediately notify the service site supervisor if I am injured in the performance of my volunteer duties.

I further understand that as a volunteer I am not allowed to operate any power equipment, drive County vehicles, handle County funds, supervise County employees, provide "life guarding" services or use/handle pesticides, herbicides or other hazardous chemicals. Exceptions to these restrictions must be approved in writing by the Department Director.

By signing this request, I additionally certify that I am aware that the Department will make the appropriate inquiries into my background as prescribed by Florida Statute 943.04351 (2004) and Chapter 26, Section 39 of the Miami-Dade County Code. If violations are found, I agree that I shall be prohibited from performing volunteer services on park property owned or operated by Miami Dade County in accordance with Chapter 26, Park and Recreation Department Rules and Regulations, Section 38, Background Checks Required for Child Event Workers, Park Vendors, and Programming Partners of Community Based Organization (CBO) Employees and Volunteers.

I further agree to report any arrest within forty-eight (48) hours of such arrest.

In exchange for the opportunity to perform volunteer services for the County, and the County's permission to access certain County facilities for this purpose, and for other good and valuable consideration, receipt of which is hereby acknowledged, the undersigned hereby releases, indemnifies and saves harmless the County, its officers, officials, agents, employees, successors and assigns, from and against any and all liabilities, actions and causes of action which may arise, directly or indirectly, from the services and work to be performed by me as a volunteer and from the premises which I will occupy in performing those services and matters incidental thereto. I declare that all the information provided on the Volunteer application is true, and I understand that any falsification or misrepresentation may result in my exclusion from the County's volunteer program.

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____