

VOLUNTEER CONTRACT AGREEMENT

Program: _____ Dates: _____ Program Times: _____

Name: _____ Home Phone: _____ Work: _____ Cell: _____

Address: _____ Shirt Size: _____

This agreement between _____ and the Kennebunk Recreation Department serves as the basis of volunteerism with the Town of Kennebunk.

Volunteerism is in itself the single most important part of this department providing programs to this community. You provide a function that you should be very proud of; filling both children and adults with laughter, education and a sense of enjoyment in their day to day life. Because this department relies so much on volunteers, it is just as important that you adhere to all the rules and regulations the department provided you. This department gives special thanks for the hours you are about to give this community and hope you get as much out of the program as the participants.

☐ PLEASE READ CAREFULLY

Kennebunk Recreation reserves the right at any time to cancel a program and/or activity before, during and/or after the completion of said program. **All written materials (flyers, posters, brochures, letters, T-shirts) can not be distributed to the public without the approval of the Kennebunk Recreation Department.** ☐ *There will be no reimbursement given or payment made out for any materials purchased without the departments approval.*

It is the responsibility of the above volunteer to:

- Know if and when the program will be starting i.e: times & dates.
- Have all first aid supplies, equipment, program list, emergency number list, accident report forms, program evaluations and facility being used in order before the program/activity begins.
- Report any injuries/accidents regardless of severity to this office immediately. An accident injury form must be completed by the program coordinator/volunteer for any injury while attending a Recreation program/activity.
- NEVER allow anyone other than the participants listed on the program list provided by the office to participate in **anyway** during a program. Any extra persons who did not register **may not participate at all** unless the parent/guardian registers them at the office prior to the program starting and with approval from the Kennebunk Recreation office. A child under no circumstances should be allowed to participate in the program in the event that the parent/guardian leaves the program to register at the office. If there is any question on whether a person is registered, they may not participate without approval from this office.
- Read participant list to look for any medical concern that may need to be prepared for it is the instructor responsibility to contact the department for any modifications that may be needed.
- To call all participants and the rec. office if any class has been cancelled due to any reason and promptly reschedule if at all possible.
- To make sure all participants are safely gone home after program has ended. **NOTE:** All employees and volunteers have to stay at program if parents are late picking up children and inform parents of the late fee assessment.
- Abide by all the rules and regulations of the department and the program.
- Employees/Volunteers may not solicit participants for their own private business nor the private business of any other employee/volunteer or participant of the program.
- NEVER give out medical advice or tell an injured participant/parent that this department will reimburse for any injuries that occur during a program.
- NEVER use any cleaning supplies to clean during the time you are volunteering for the Kennebunk Recreation Department.
- NEVER set up any arrangements for special conditions or the disbursement of medicine or medical shots with a parent or participant of any Recreation program. These arrangements can only be done with the Director of the Recreation Department. This includes but is not limited to: one-on-one supervision requirements, disbursement of medicines or shots and regulation of medication.
- NEVER bring your own personal items to a program as the town is not responsible if they are lost, stolen, or damaged.

A volunteer of this department will receive disciplinary action up to and including immediate discharge for violating department rules such as, but not limited to, the following:

- ◆ Theft of company property or the property of another employee or individual on town property or job site.
- ◆ Falsification of records

- ◆ Fighting or other serious misconduct, including the use of profane or abusive language on town property or job site.
- ◆ Willful destruction of town property or the property of others.
- ◆ Conviction of a crime related to or affecting volunteerism.
- ◆ Refusal to obey reasonable orders given by a superior.
- ◆ Reporting to volunteer under the influence of alcohol or drugs: possessing, using, or selling alcoholic beverages or drugs on town property.
- ◆ Leaving the work area without the permission of the immediate supervisor.
- ◆ Failure to use prescribed safety practices, equipment and tools.
- ◆ Excessive absenteeism and tardiness.
- ◆ Negligence or unsatisfactory performance of job duties.
- ◆ Reporting to volunteer improperly dressed.
- ◆ Failure to report accidents or injuries properly.
- ◆ Creating or contributing to unsafe or unsanitary conditions, or failure to follow housekeeping rules.
- ◆ Conduct that would bring serious discredit to the Town of Kennebunk, its employees, or the community.
- ◆ Smoking or the use of smokeless tobacco is prohibited in or within 10 feet of any municipal building and in, while operating any vehicle or equipment, or while running a program.

The Recreation Department issues vehicles and equipment in a manner that will make the volunteers the most productive:

- Town vehicles and equipment are not to be used for personal use. All accidents will be reported to the Parks & Recreation office immediately along with any necessary reports as soon as possible. An accident involving a Town vehicle, which is determined to be the fault of the employee through carelessness or neglect, may be grounds for dismissal.
- Town vehicles and equipment are expected to be kept neat and clean inside and out at all times.
- Town insurance does not cover non-authorized passengers. Therefore employees are not allowed to carry non-employees as passengers except where approval has been given.
- All drivers must fill out a Vehicle Log form each time a Parks & Recreational vehicle is operated. For your safety and the safety of others this office must keep record of each usage to determine the scheduling of routine maintenance, stay aware of any mechanical problems, etc.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself and:

(Please indicate with a check if wish to arrange to receive or decline this vaccination at this time)

I wish to arrange to receive the Hepatitis B Virus vaccination.

I wish to decline the Hepatitis B vaccine.

The Kennebunk Recreation Director reserves the right to terminate this agreement at any such time the Department's written and verbal guidelines are not being followed by the above employee.

I have read the above and fully agree to abide by the conditions of the agreement as well as the rules & regulations. At any such time I feel otherwise, I will immediately contact the director to discuss any problems I might have.

In consideration of the Town of Kennebunk accepting my services as a volunteer at my request, I the undersigned, do hereby and forever discharge and release the Town of Kennebunk, its agents and employees, and its successors and assigns from all actions, causes of action, damages, claims or demands whatsoever, including but not limited to claims based on the negligence of the Town or its employees related in any way to the said volunteer services, which I, my spouse, children, heirs, executors, administrators, personal representatives, or assigns may have against the Town of Kennebunk or other above-described persons or parties as a result of the said volunteer services.

I have reviewed and understand the Town of Kennebunk Harassment Policy. I fully understand the Town will not tolerate any form of harassment or sexual harassment at the workplace. Any employee determined to have engaged in harassment as described by both federal and state law shall be subject to disciplinary action up to, and including, discharge from employment. A copy of the Town's Personnel Policy is available for your review at the Recreation Office. If you wish to obtain a copy of the Town's Personnel Policy please contact the Recreation Department.

I fully understand that I am not to bring any personal items to a program and in the event that I do bring any personal items the Town of Kennebunk is not responsible if they are lost, stolen, or damaged.

SIGNED: _____ DATE: _____ REVIEWED WITH: _____

VOLUNTEER APPLICATION

1 Summer Street, Kennebunk, ME 04043

Phone: 985-6890 ext. 1335, Fax: 985-4609

Name: _____ Social Security # _____

Address: _____ Date of Birth _____

Home Phone: _____ Work Phone: _____ Fax: _____

Employer & Address _____

Volunteer Interest 1. _____ 2. _____

Driver's License # _____ State _____ Exp. _____ U.S. Citizen Yes ___ No ___

REFERENCES: LIST THREE

Name	Address	Phone	Relationship

EDUCATION

Institution	Degrees/Certificates	Dates

Do you have any training/certification in First Aid? Yes ___ No ___

Do you have any training/certification in CPR? Yes ___ No ___

Have you ever been convicted of a crime, misdemeanor or felony offense? Yes ___ No ___

If Yes, please explain _____

Have you ever had any driving infractions and/or loss of license for a period of time? Yes ___ No ___

If Yes, please explain _____

Have you ever been charged with child neglect or abuse? Yes ___ No ___

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? Yes ___ No ___

If yes, please explain: _____

I certify that all information provided on this application is true and correct. I understand that the information I have provided may be verified by contact with persons or organizations named in this application with persons or organizations that possess information concerning me. I hereby agree to defend, indemnify and hold harmless the Town of Kennebunk, its agents, officers, employees, volunteers and others who provide information in connection with this application from liability for any information provided in good faith regarding this application or the information contained in the application.

Signature of Applicant _____

Date _____

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FOR OFFICE USE ONLY

Interviewed by _____ Date _____

Refused base on: _____ Date _____

Criminal Check done on: Date _____ By _____

Results: _____

Notes: _____

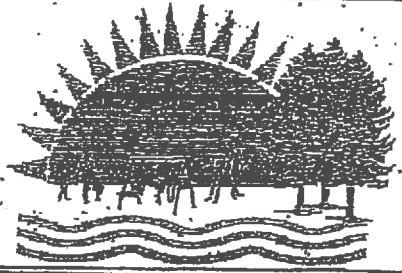
Please Initial Each Item Once It Has Been Completed: ID Checked _____ Name Verified _____ Birth Date Verified _____

Kennebunk

1 Summer Street
Kennebunk, ME
04043

Recreation Department

offering programs for ages 1 through 101



STAFF INFORMATION SHEET

NAME _____

ADDRESS _____

HOME PHONE _____

CELL PHONE _____

EMAIL ADDRESS _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

*****IN CASE OF EMERGENCY*****

EMERGENCY CONTACT #1 _____

PHONE _____

EMERGENCY CONTACT #2 _____

PHONE _____



Town of Kennebunk, Maine

Authorization to Obtain a Consumer Credit Report

And Release of Information for Employment Purposes

I authorize the Town of Kennebunk and its designated agents, assignees, employees or officers to conduct a comprehensive review of my background through reference checks, criminal background check, a consumer report or an investigative consumer report to be used for employment, promotion, reassignment or retention as an employee. I understand the scope of these queries may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. All investigations are to be done pursuant to the federal Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681-1681y and all related regulations passed after this notice was first written in 2004.

I authorize any individual, company, firm, corporation or public agency to release any of these records or data pertaining to me to the Town or its agents. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the Town of Kennebunk or its designated agents with any and all information regarding me in their possession including data that may be privileged or confidential in nature. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release the Town of Kennebunk and its agents, assignees, officers, or employees and any individual, company, firm, corporation or public agency both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release. You may contact me as indicated below. I understand that a copy of this authorization may be given at any time, provided I do so in writing.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

All the information and materials I have provided to the Town of Kennebunk, as part of the employment process, here and on other forms are accurate and truthful.

Date: _____ Printed Name: _____
Former Names? _____ Signature: _____

Address: (If less than 5 years at this address please include former address at bottom of the form.) _____

Email: _____ Phone: _____
Social Security Number: _____ Birth Date: _____

Position: Recreation Department

Check Required	Reason
Job References	Working with public scrutiny and working with children
Criminal Background	
Sex Offender Registry	