



# City of Pendleton Volunteer Program

## Volunteer Application

Tiffany Hegarty  
Volunteer Coordinator  
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NAME:		BIRTHDATE:	DATE OF APPLICATION:
MAILING ADDRESS:		CITY/ZIP:	
PRIMARY PHONE:	EMAIL :	PREFERRED CONTACT METHOD: __ PHONE __ EMAIL	
ALTERNATE PHONE:	EMERGENCY CONTACT & PHONE:		
OCCUPATION:	EMPLOYER:		

**Please mark the positions you are interested in:**  
(Position descriptions are listed on our website: [http://pendleton .or.us/volunteer/volunteer-opportunities](http://pendleton.or.us/volunteer/volunteer-opportunities))

LIBRARY	POLICE	ADMINISTRATION	PARKS & RECREATION
<input type="checkbox"/> Adult Program Committee <input type="checkbox"/> Check-in (over 18 yrs. old) <input type="checkbox"/> Children's Library Assistant <input type="checkbox"/> Children's Program Assistant <input type="checkbox"/> Interlibrary Loan Assistant <input type="checkbox"/> Little RE(A)D Bookshelf <input type="checkbox"/> Materials Processing <input type="checkbox"/> Shelver/Shelf Reading <input type="checkbox"/> Special Delivery to Homebound <input type="checkbox"/> Special Events/Projects <input type="checkbox"/> Technical Services <input type="checkbox"/> Teen Advisory Board  Other _____	<input type="checkbox"/> Clerical/Office <input type="checkbox"/> Gardening/Grounds Keeping <input type="checkbox"/> National Night Out <input type="checkbox"/> Neighborhood Watch Coordinator <input type="checkbox"/> Special Projects <input type="checkbox"/> Events  <b>AIRPORT</b> <input type="checkbox"/> Clerical/Office <input type="checkbox"/> Grant Writing <input type="checkbox"/> Indoor Painting <input type="checkbox"/> Website/Facebook Updating	<input type="checkbox"/> Clerical/Office <input type="checkbox"/> Special Projects  <b>FINANCE</b> <input type="checkbox"/> Clerk  <b>OTHER:</b> <input type="checkbox"/> Farmers Market <input type="checkbox"/> Special Projects  _____	<input type="checkbox"/> Adopt a Park/Parkway <input type="checkbox"/> Breakfast with Santa <input type="checkbox"/> Daddy Daughter Dance <input type="checkbox"/> Dodge Ball Invitational <input type="checkbox"/> Halloween: Carnival/Dance <input type="checkbox"/> Main Office Substitute Receptionist <input type="checkbox"/> Ski Bus Chaperone <input type="checkbox"/> Special Events Photographer <input type="checkbox"/> Special Events/Projects <input type="checkbox"/> Sports Programs: Pitch, Hit & Run/3 on 3 Basketball Tournament/Hershey's Track <input type="checkbox"/> Summer Camps <input type="checkbox"/> Summer Parks Junior Leader (teens) <input type="checkbox"/> Teen Programs/Activities <input type="checkbox"/> Tiny Tot Olympics <input type="checkbox"/> Youth Basketball Coach  Other _____

**Are you willing to submit to a criminal background check?** Yes  No

Are you seeking Volunteer hours to fulfill a community service obligation? If so, please name the agency and the number of hours required.

What special skills, interests, or training do you have?

Where did you learn about the Pendleton Volunteer Program?

**What days/times are you available to volunteer?**

<b>Monday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	<b>Friday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<b>Tuesday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	<b>Saturday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<b>Wednesday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	<b>Sunday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<b>Thursday:</b> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	

Number of hours per week/month you are available to volunteer:  hours weekly  hours monthly

**Please read and sign the back of this form.**

## Volunteers 18 years of age and older:

In consideration of the opportunity to volunteer with the City of Pendleton, I fully and completely release the City of Pendleton, its officials, and employees from any and all claims, demands, and liability of every nature and description whatsoever and howsoever arising by reason of my being allowed to volunteer with the City. I understand that I will be covered by the City's worker's compensation insurance\* for any physical injuries that may occur during my volunteer activities. I acknowledge that any photograph or videotape taken of me participating in this volunteer activity may be used for outreach, education, or documentation purposes by the City of Pendleton.

By my signature below, I verify that I understand the rights, responsibilities, and privileges of participation in the volunteer program and agree to hold harmless, release, and indemnify the City of Pendleton, its officials, and employees from liability for property damage and/or personal injury resulting from my participation in this program.

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify my supervisor as soon as possible. If I decide to stop volunteering, I will notify the volunteer coordinator.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteers 12 through 17 years of age:

By my signature below, I verify that I am a parent or guardian of the participant and I hereby consent to his/her participation in the City of Pendleton volunteer program. I also agree to indemnify, hold harmless, and release the City of Pendleton, its officials, and employees from any liability for property damage and/or personal injury to me or my child/ward resulting from his/her participation in the volunteer program. I acknowledge that any photograph or videotape taken of my child/ward participating in this volunteer activity may be used for outreach, education, or documentation purposes by the City of Pendleton.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify my supervisor as soon as possible. If I decide to stop volunteering, I will notify the volunteer coordinator.

Youth Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Some activities are not covered by the City's workers compensation insurance, such as Adopt a Park/Parkway, Neighborhood Watch, and Large group/civic organization volunteer group activities.

### (For staff use only)

Date and initial the following:

CBC to HR:	CBC Results:	Orientation:	Interview:
Department:		Assigned Task:	
Start date:		Database Record Number:	

Notes: