

## Community Facility Services Volunteer Waiver

Applicants wishing to begin volunteering for the Recreation Facility Services branch of the City of Edmonton are required to read the following statements. By signing this waiver you are confirming that you:

### 1) Understand and accept the risks of your volunteer position:

I understand that there is an inherent risk of injury which may occur during the course of my volunteer activities with the City of Edmonton.

I am also aware and understand that while volunteering for the City of Edmonton I will be covered by the Workers Compensation Board in the event of being injured during the course of these activities and that I will receive benefits as defined by the Workers Compensation Act.

I hereby release the City of Edmonton, their officers, agents, employees and volunteers from any and all claims or liability for death, personal injury or property damage of any kind incurred by myself or any family member howsoever caused, arising out of, or in the course of, my participation in volunteer activities for the City of Edmonton.

### 2) Understand the minimum requirements of your volunteer position:

I understand and agree to abide by the terms and conditions of my volunteer work with the City of Edmonton including the Code of Conduct handbook, volunteer policies as well as the procedures and program guidelines.

Volunteer minimum requirements require me to:

- Successfully complete a Police Information Check (for applicants 12 and older). The cost of this is covered by the City of Edmonton.
- Review my Position Description and Hazard Assessment
- Attend a New Volunteer Orientation Session
- Meet the minimum age requirement for position
- Attend all mandatory training sessions specific to my volunteer position
- Record my volunteer hours in myvolunteerpage.com

### 3) Are aware of the City of Edmonton's FOIP Policy:

Your personal information is being collected under the Authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, and will be used to aid in the administration of the program, volunteer selection process, maintain accurate records of volunteer involvement, and to provide contact information for the program. Please note that all hard copy application forms are transferred into a fully secure web based database. All information will be treated in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about program, please contact the Volunteer Services Program Manager at 780-442-6437. If you have any questions about the legislation, please contact our FOIP Representative at 780-496-3881.

Name	Signature
Guardian Signature (if under 18)	Date

## Volunteer Application Form Recreation Facility Services Branch

Personal Information			
PLEASE PRINT , USING INK ONLY, AND FILL IN ALL THE BLANKS			
Last name	First name in full	Middle name in full	
Street Address/Apt #	City/Town (If outside Edmonton)	Postal Code	
Home Phone	Cell Phone	Work Phone	
E-mail Address	Birth Date	Optional	
	Day	Month	Year
Age			
<input type="checkbox"/> 12 – 17 years	<input type="checkbox"/> 18 – 54 years	<input type="checkbox"/> 55+ years	
Emergency Contact Information			
Full Name		Relationship	
Home Phone	Cell Phone	Work Phone	
General Information			
Have you volunteered with the City of Edmonton before?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES" please specify year & location:			
Is volunteering a requirement for school credit?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
How did you become aware of volunteer opportunities with the City of Edmonton?			
<input type="checkbox"/> Brochure	<input type="checkbox"/> School Visit	<input type="checkbox"/> Advertisement	
<input type="checkbox"/> City Employee	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Word of mouth	
<input type="checkbox"/> Website	<input type="checkbox"/> TV/Radio	<input type="checkbox"/> Other – Specify	
Availability			
PLEASE CHECK (✓) ALL BOXES THAT APPLY.			
<input type="checkbox"/> Morning	<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday	<input type="checkbox"/> Any day
<input type="checkbox"/> Evening	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday	

## Skills & Experience Inventory

Please outline your WORK and VOLUNTEER experience:

Please list any special SKILLS and/or current CERTIFICATIONS.

*(e.g. Languages spoken; first aid, fitness training...)*

Please list your HOBBIES and INTERESTS:

*(e.g. artistic interests; musical talent, drama ...)*

### Facility Preference(s)

PLEASE RANK YOUR PREFERENCE WITH 1 BEING YOUR FIRST CHOICE AND 4 BEING YOUR LAST.

- |  |   |
|--|---|
| <input type="checkbox"/> Fort Edmonton Park        | <input type="checkbox"/> John Walter Museum           |
| <input type="checkbox"/> John Janzen Nature Centre | <input type="checkbox"/> City Golf Courses            |
| <input type="checkbox"/> Valley Zoo                | <input type="checkbox"/> Fitness & Recreation Centres |
| <input type="checkbox"/> Muttart Conservatory      | <input type="checkbox"/> City Arts Centre             |
|  | <input type="checkbox"/> City Archives                |

### Affirmation of Truthful Information

By my signature, I affirm that the information on this application is true and to the best of my knowledge.

Signature of Applicant

Date

Please forward your completed "Volunteer Application Form" to:

Volunteer Services – Recreation Facility Services Branch • Fort Edmonton Park • P.O. Box 2359 •  
Edmonton, AB T5J 2R7

Fax: Attention Volunteer Services - (780) 496 – 8797

If you have questions regarding the application process, volunteer program and/or current opportunities please call (780) 496-4935 or e-mail Volunteer Services at [rfsvolunteer@edmonton.ca](mailto:rfsvolunteer@edmonton.ca).