



City of Oakland Park

Community Volunteer Manual

City of Oakland Park
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1. Introduction

The purpose of the Community Volunteer Corps is to promote citizen participation, by allowing volunteers to assist in providing optimal services to citizens of Oakland Park by sharing their knowledge and experience.

2. Volunteer Eligibility

- Volunteers must complete a Volunteer Application and will be required to pass a background check before being accepted into the City of Oakland Park Volunteer Program. City has the right to assign, reassign or terminate the role as appropriate.
- Minimum Volunteer age requirements are based upon individual volunteer opportunities within the City and are determined by the City. Individuals under age 18 must have parental consent to volunteer. Volunteers under the age of 15 must be accompanied by a parent or legal guardian.
- Volunteers are not eligible to be placed in a volunteer capacity that creates an actual or perceived conflict of interest.
- Volunteers that are inactive for more than one year may be required to reapply and are subject to a background check.
- The City reserves the right to accept, decline, or release any volunteer in the program at any time. Additionally, the City shall determine dress code and conduct of volunteers.
- For those opportunities requiring specific training or certification, as determined by the City, volunteer status is not granted until the requisite training or certification is obtained.



3. Volunteer Rights and Responsibilities

- Volunteers have the right to expect meaningful assignments and a working partnership with City employees.
- Volunteers should also expect clear and specific instructions and ongoing training and supervision.
- Volunteers will be expected to participate in training, accept supervision, observe the City guidelines and maintain confidentiality.
- Volunteers will also be expected to dress accordingly, taking into consideration the work to be performed, the environment and safety. Buttons, shirts, caps and other items that display political, union or offensive materials will not be permitted.
- Volunteers may not drive or be transported in City-owned vehicles without prior authorization from the Department Director.
- Volunteers must work harmoniously with City staff, citizens, customers and other volunteers.
- Volunteers must be dependable in attendance, punctuality and performance of duties.
- Volunteers should listen sympathetically to customers, never offer personal or political opinions and should avoid discussing personal problems in public.



4. Volunteer Opportunities

Oakland Park thrives on the support given by its volunteers. There are always many ways to get involved in your community. The following are just a list of ongoing needs through various different departments:

- Athletic Programming Coaches
- Special Event Support
- Waterway and Park Cleanups
- National Wildlife Committee
- Library Support
- Concession Stand
- Summer Recreation Attendants
- Active Adults Seminars/Programs
- Oakland Park/Kiwanis Tennis Tournament
- Tree Giveaways
- Tree Plantings and Landscape Projects
- CERT (Community Emergency Response Team)
- *C.O.P (Citizen's On Patrol)

*Contact Broward Sheriff's Office – Oakland Park district.

Additional opportunities can be found on the City's website under volunteer opportunities.

"The ultimate expression of generosity is not in giving of what you have, but in giving of who you are."

- Johnnetta B. Cole



5. Confidentiality

The City of Oakland Park collects and maintains private and confidential information as part of the normal course of business. Volunteers may be required to sign an agreement stating that confidential information will not be released or discussed in any manner.

6. Background Investigations

Criminal background checks will be conducted before an individual can volunteer with the City of Oakland Park on all volunteers who are over the age of 18. Thereafter, periodic checks will be conducted on an annual basis. An individual's application to volunteer will not be accepted if any check reveals the applicant has been convicted of any crime listed below:

- Violence or threats of violence
- Weapons offense
- Sexual offenses
- Theft, Class B Misdemeanor or above
- Burglary

An individual who is actively registered with the City of Oakland Park to volunteer, and receives any conviction listed above, must inform the City's Volunteer Coordinator immediately.

Background checks will be performed through the City's Human Resources Department. All information on the application must be filled out in its entirety in order to process the background check.



7. Identification Cards

For security purposes, volunteers will be issued a City of Oakland Park identification card which is to be used only for official purposes, as appropriate. Identification cards are to be worn at all times while volunteering. This card will not give access to City buildings unless authorized by a Department Director, and will expire one year from the date it was issued. Identification cards must be returned to the appropriate department liaison upon completion of volunteer services.

8. Worker's Compensation

In the event of an injury while volunteering with the City of Oakland Park, volunteers are covered by the City of Oakland Park's Worker's Compensation Policy. Injuries, no matter how minor, MUST be reported to the supervisor and the department immediately. The supervisor will assist with obtaining proper medical treatment if necessary.

9. Record Keeping

Volunteer time actually worked should be recorded in hours and minutes, rounded to the nearest quarter hour and reported to the supervisor in the department where the volunteer activities occur, on a weekly basis. Volunteers should also keep record of their hours.