



## Long Term Volunteer Packet

*(This is for individuals who are volunteering on a consistent basis and have contact with other individuals within the facility/program.  
Ex: Tutoring/assisting with ASP, assisting with senior programming, coaching, etc.)*

*Thank you for your interest in Greenville County Parks, Recreation & Tourism. This packet includes essential information about volunteering with Greenville Rec.*

**Please Note: You will NOT be allowed to serve as a “Long-Term Volunteer” with our programs/events/facilities until you have completed this packet and a background check has been performed. You will be informed (via email) when you are cleared to begin volunteering. Also, note the Consumer Authorization form included in this packet requires your social security number, driver’s license number and birthdate. This information is required in order to submit the background check. This sensitive data is handled discreetly and is shredded immediately after input. Our liability insurance and accreditation standards require that we follow this process.**

*We encourage you to view our website, [www.greenvillerec.com](http://www.greenvillerec.com) for more information on our programs, parks and facilities. Your signature on the Acknowledgement page is a certification that you have received and read this packet and will abide by the policies and procedures within it. Please be sure to review each page through its entirety and complete each form accordingly.*

*Thank you for giving your time and talents to Greenville Rec. We hope that you find the duties assigned to you to be fulfilling and that your volunteer experience with us to be a rewarding one.*

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**LONG TERM VOLUNTEER APPLICATION**

**Facility / Event you are applying to volunteer at:**

\_\_\_\_\_

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE CONTACT:**

NAME: \_\_\_\_\_ RELATION: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**MISCELLANEOUS INFORMATION:**

Why do you want to volunteer for Greenville County Parks, Recreation & Tourism?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the volunteer opportunities with Greenville Rec?

\_\_\_\_\_  
\_\_\_\_\_

Is there a specific division in which you would like to volunteer? (NOTE: Please contact Josh Wall at [jwall@greenvillecounty.org](mailto:jwall@greenvillecounty.org) for volunteering with our therapeutic programs such as Camp Spearhead Summer Camp and the Weekend Program and Kendall Shealy at [kshealy@greenvillecounty.org](mailto:kshealy@greenvillecounty.org) to volunteer with our Special Olympics programs.)

\_\_\_\_\_  
\_\_\_\_\_

**AVAILABILITY** *(Please circle the days/hours you are usually available to volunteer):*

MONDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing
TUESDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing
WEDNESDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing
THURSDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing
FRIDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing
SATURDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing
SUNDAY	8am-Noon	2:30-6:00pm	6:00pm-Closing

***PLEASE NOTE: before offering a long term volunteer position with Greenville Parks, Recreation & Tourism, the candidate's background information must be checked and cleared.***

***APPLICANT – PLEASE COMPLETE THE CERTIFICATION AND AGREEMENT AND THE CONSUMER AUTHORIZATION FORM***

**APPLICANT'S CERTIFICATION AND AGREEMENT**

*(Please read carefully and sign below)*

I, \_\_\_\_\_ (Print Name), hereby authorize Greenville County Parks, Recreation & Tourism to obtain information pertaining to any charges or convictions I may have for federal and/or state criminal or other violations. This information will include, but not limited to; allegations and convictions committed upon minors, and will be gathered from any law enforcement agency of any state or federal government agency or authority.

I hereby authorize and instruct all persons, public agencies, courts, schools, employer companies and corporations to supply to Greenville County Parks, Recreation & Tourism verification of the information provided in my application.

The above statements are true and complete in all respects.

I understand that as a volunteer I am not eligible for compensation, nor am I considered an employee for any purpose.

Any falsification, misrepresentation, or incompleteness in this disclosure is along ground for disqualification. The information that I have provided may be verified and/or corrected by Greenville County Parks, Recreation & Tourism by contacting persons or organizations names in this application.

By submitting this signed volunteer application, I affirm that all information contained in this application and asserted during the pre-volunteer assignment process is true, complete and accurate. I authorize Greenville County Parks, Recreation & Tourism to investigate and confirm all information contained herein, I release all parties from all damage and liability that may result from utilization of such information. I also understand that the discovery by the County of Greenville and/or Greenville County Parks, Recreation & Tourism of false or misleading information given in my application, interviews, or at any time in the pre-volunteer placement process will disqualify this application from further consideration and if already an active volunteer, will be grounds for immediate termination of said placement.

I understand that any volunteer assignments is contingent upon an acceptable background check (the agency conducts nationwide criminal and sexual predator background checks, and driver's license checks as applicable). Minors under the age of 17 will not be investigated.

I understand that nothing contained in this volunteer application or in the granting of an interview is intended to create a contract between me and the County of Greenville and/or Greenville County Parks, Recreation & Tourism; and further understand that if the agency/volunteer relationship is subsequently established, I will have the right to terminate my volunteer commitment at any time and the County of Greenville and/or Greenville County Parks, Recreation & Tourism will have the right to terminate my assignment at any time, for any reason or no reason.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

# CONSUMER AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living, work habits, performance or experience; or criminal/civil record history. I understand that BIB ,Inc., on behalf of Greenville County Parks, Recreation & Tourism may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with consideration of potential long term volunteer activities with Greenville Rec now or at any time during my tenure with Greenville Rec, and give my full consent for this information to be obtained.

II. I acknowledge that an electronic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.

III. I understand that if I am a resident of **Minnesota/Oklahoma/California (only)**, I may obtain a copy of the report ordered and now indicate my desire to do so by checking this box

IV. I hereby authorize, without reservation, any law enforcement agency, information service bureau, school, employer, or insurance company contacted by BIB, Inc. to furnish the information described in Section I.

## COMPLETE THE FOLLOWING:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Full Name

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Month, Day, Year of Birth

\_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Resident Alien Card Number (if not an American citizen)

\_\_\_\_\_  
Permanent Home Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Driver's License Number and State Issued

\_\_\_\_\_  
Name as it appears on license

\_\_\_\_\_  
Please list any other names you have used (including maiden name, if applicable)

Have you ever been convicted of a crime? \_\_\_ No \_\_\_ Yes If yes, please provide city, state and details of conviction.

\_\_\_\_\_

Are there any criminal charges pending against you at this time? \_\_\_ No \_\_\_ Yes If yes, please provide city, state and details of charges pending.

Have you ever had any license, certificate, or employment suspended, revoked, terminated or otherwise adversely affected?

\_\_\_ No \_\_\_ Yes

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_



## SEXUAL HARASSMENT POLICY

It is the policy of Greenville County Parks, Recreation & Tourism to maintain a volunteer environment free from all forms of harassment on the basis of race, color, religion, gender, sex, national origin, age or disability. Such harassment is a violation of federal and state laws.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: (1) submission to such conduct is explicitly or implicitly a term or condition of being a volunteer, (2) submission to or a rejection of such conduct is used as a basis for volunteer decisions or academic decisions, or (3) such conduct has the purpose or effect of unreasonable interfering with an individual's volunteer performance or creating an intimidating, hostile, or offensive environment. Sexual harassment is an infringement upon an individual's right to volunteer in an environment free from unwanted sexual attention and sexual pressure of any kind. The Greenville County Rec policy and federal and state law, expressly prohibits sexual harassment by employees, staff, management or volunteers. Allegation of sexual harassment is extremely serious with potential for great harm to all persons if ill-conceived or without foundation. Greenville County Rec is committed to protecting the rights of the alleged harasser, as well as the complainant. Any volunteer who believes that he or she has been a victim of sexual harassment should report the alleged conduct immediately to the Program Manager at (864) 467-3324. A timely investigation will be made and appropriate actions will be taken. Sanctions against the volunteer for sexual harassment may range from reprimand to termination depending on the severity of the conduct and the circumstances of the particular case.

**I have read and understand the above policy:**

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Volunteer Signature

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Print Name

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Date



## EQUAL VOLUNTEER OPPORTUNITY POLICY

Greenville County Parks, Recreation & Tourism fully complies with applicable federal, state and local laws concerning equal opportunity.

It is the Greenville County Rec policy not to discriminate against any volunteer or volunteer applicant because of race, color, religion, age, sexual gender, national origin, ancestry, or disability. This policy to not discriminate in volunteering includes, but is not limited to, the following:

1. Greenville County Rec will select those applicants who possess the necessary skills, education and experience for the volunteer position, without regard to race, color, religion, age, sexual gender, national origin, ancestry or disability.
2. Greenville County Rec will recruit, advertise or solicit for volunteers without regard to race, color, religion, age, sexual gender, national origin, ancestry or disability.
3. Greenville County Rec will train the volunteer without regard to race, color, religion, age, sexual gender, national origin, ancestry or disability.
4. No employee and/or other volunteer will aid, abet, compel, coerce, or conspire to discharge or cause another volunteer to resign because of race, color, religion, age, sexual gender, national origin, ancestry or disability.
5. Greenville County Rec will establish privileges and condition of volunteering without regard to race, color, religion, age, sexual gender, national origin, ancestry or disability.
6. Greenville County Rec will use, for volunteer referral purposes, only those agencies that do not discriminate on the basis of race, color, religion, age, sexual gender, national origin, ancestry or disability.

**I have read and understand the above policy:**

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Volunteer Signature

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Print Name

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Date



## DRUG FREE WORKPLACE

Greenville County Parks, Recreation & Tourism has a vital interest in ensuring the health and safety of its volunteers and the protection of property while maintaining productivity, public interest, and a safe work environment.

The use and abuse of illegal drugs and alcohol by Greenville County Rec volunteers poses unacceptable safety and other risks to staff, other volunteers, customers, and the public. Therefore, the use, sale, or possession of illegal drugs, and being under the influence of illegal drugs while on Greenville County Rec premises or while volunteering for Greenville County Rec is strictly prohibited. Violation of these rules will subject the volunteer to immediate termination.

Consistent with Greenville County Rec's objective to maintain a safe, healthful and productive work environment, the following provisions are recognized. These provisions are not all-inclusive and do not limit volunteer responsibility to only those provisions specified. Full compliance with these provisions will be a condition of volunteering or continuing to volunteer with Greenville County Rec.

1. The use, sale, purchase, transfer, or possession of any illegal drug, or controlled substance by a volunteer while performing Greenville County Rec business or on Greenville County Rec premises is prohibited. Use of prescription medicine must follow physician's instructions. Use of a drug that causes drowsiness or other side effects should be reviewed by the doctor, considering job requirements.
2. Volunteers are not permitted to volunteer while under the influence of drugs or alcohol.
3. A volunteer who is involved with off-the-job illegal drug use or who is arrested for off-the-job related activity may be considered in violation of this Policy, depending upon the nature of the charges, the circumstances of the arrest, their record with Greenville County Rec and other relevant factors, the volunteer can be subject to revoking the privilege of serving Greenville County Rec through volunteering.

**I have read and understand the above policy:**

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Volunteer Signature

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Print Name

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Date

# LONG TERM VOLUNTEER JOB DESCRIPTION FORM

*(To be completed by manager of facility or program.)*

Date: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

GCPRT Employee in Charge: \_\_\_\_\_

Facility/Event: \_\_\_\_\_

Division: \_\_\_\_\_

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Volunteer Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Required: \_\_\_\_\_

Qualifications & Special Skills Needed:

\_\_\_\_\_  
\_\_\_\_\_

In-Service Training Provided:  Yes  No

Job Placement (Volunteer will be working with what program?): \_\_\_\_\_

\_\_\_\_\_

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*To Be Completed when volunteer service is completed or termination is required.*

Evaluation Completed:  Yes  No

Date Job Was Completed: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Greenville County Parks, Recreation & Tourism

VOLUNTEER CODE OF CONDUCT

1. In order to protect Greenville County Parks, Recreation & Tourism staff, **volunteers** and program participants – at no time during a Greenville Rec program or event may a staff person or **volunteer** be alone with a single child where they cannot be observed by others. As **volunteers** assist with children, they should space themselves in a way that other staff/volunteers can see them.
2. A **volunteer** should never leave a child unsupervised.
3. Restroom Assistance. **Volunteer** will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. **Volunteer** will stand in the doorway while children are using the restroom. This policy allows for privacy for the child and protection for the **volunteer**. No child, regardless of age, should ever enter a restroom alone on a field trip. Always send children in pairs, and whenever possible, with a staff person or a **volunteer**.
4. **Volunteer** should assist with private activities in pairs – such as putting on bathing suits, showering, etc., and should be positioned so that they are visible to others.
5. **Volunteer** shall not abuse children in any way including:
  - Physical Abuse- strike, spank, shake, slap.
  - Verbal Abuse – humiliate, degrade, threaten, and yell.
  - Sexual Abuse – inappropriate touch or verbal exchange.
  - Mental Abuse – shaming, withholding compassion, cruelty.
  - Neglect – withholding food, water, basic needs/care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. **Volunteer** must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. **Volunteer** will have age appropriate expectations and provide an environment that minimizes the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a

prescribed manner and must be documented in writing using the County of Greenville Incident Form procedure.

7. **Volunteer** will respond to children with respect and consideration and treat all children equally regardless of color, race, religion, sexual gender, national origin, age, or disability.
8. **Volunteer** will respect children’s right not to be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
9. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children or parents is prohibited. **Volunteer** will not communicate by any social media outlets with anyone under the age of 18 who participates in any Greenville Rec programs or events.
10. **Volunteer** will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
11. **Volunteer** will not transport children who are a part of a Greenville Rec program or event in their own vehicle unless previously authorized by parent.
12. Under no circumstances should a **volunteer** release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. Photo ID is required when not familiar with a situation.
13. If a **volunteer** suspects child abuse (either by the behavior of the child, or confided by the child, or related by a friend of the child), the **volunteer** must report this information to the supervisor immediately, followed by an Incident Report. There shall be no discussion among other volunteers, staff, other parents, or other children about the situation. The supervisor will immediately get back with the **volunteer**, S.C. law required that the person first told of the situation is the responsible person to report said situation to DSS or law enforcement. S.C. law can and will hold you accountable for not reporting any suspicions.

I understand that any violation of this Code of Conduct may result in my immediate dismissal.

Volunteer Signature

Supervisor Signature

Print Volunteer Name

Date



**LONG TERM VOLUNTEER  
WAIVER OF LIABILITY and ASSUMPTION of RISK  
PLEASE READ CAREFULLY**

*Thank you for volunteering with Greenville County Parks, Recreation & Tourism. We greatly appreciate your assistance and commitment to improving our community through our parks & recreational programs. Please take a moment to read and sign this Waiver of Liability and Assumption of Risk form prior to beginning any volunteer activity with Greenville Rec.*

I understand that my participation is a voluntary activity, and that I am freely donating my time and labor. I agree to perform my assigned tasks in a responsible manner. I also hereby agree to **ASSUME THE RISK OF PROPERTY DAMAGE, INJURY, ILLNESS, OR DEATH** in any way associated with my participation in this voluntary activity. I agree to **RELEASE, DEFEND, INDEMNIFY, AND HOLD HARMLESS** Greenville Rec and the County of Greenville, S.C., its officials, employees, representatives, volunteers, and agents for any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether know or unknown, in law or in equity, and arising from or in any way connected with my participation in Greenville Rec volunteer activities. I agree that the terms stated herein shall also serve as a **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** for my heirs, estate, executor, administrator, assignees, and for all members of my family.

**PHOTO/SOCIAL MEDIA RELEASE**

Furthermore, I give my permission to have photos & video recordings taken of me for publicity purposes including social media outlets during Greenville Rec activities. I hereby grant and convey unto Greenville Rec all rights, title, interest in any and all photographic images or video and audio recordings made by Greenville Rec during my volunteer activities with Greenville Rec.

**CAUTION**

**I acknowledge that I have carefully read this WAIVER of LIABILITY and ASSUMPTION of RISK and fully understand that I am waiving any right that I may now or hereafter have to bring a legal action to assert any claim against Greenville County Parks, Recreation & Tourism and the County of Greenville, S.C., in connection with my participation in Greenville Rec volunteer activities.**

I accept the conditions printed above:

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Volunteer Name

**PLEASE NOTE – VOLUNTEERS UNDER 18 YEARS OF AGE**

***A parent or guardian signature is required if the volunteer is under 18 years of age. By signing this WAIVER OF LIABILITY AND ASSUMPTION OF RISK, on behalf of a minor, the undersigned parent or guardian is agreeing to be bound by the above conditions on behalf of him or herself and on behalf of the minor volunteer.***

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

**ACKNOWLEDGEMENT**

*I have read the content of this volunteer packet provided for me from Greenville County Parks, Recreation & Tourism. I understand the policies and procedures set by Greenville County Parks, Recreation & Tourism and the County of Greenville, S.C. and will abide by them while volunteering at their facilities.*

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name