



VOLUNTEER ENROLLMENT FORM

Last name: _____ First name: _____ Middle Initial: _____

Street Address: _____ City: _____ Zip: _____

Primary Phone (Home / Cell): _____

(Work): _____ ok to call at work? Y / N

Email Address: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

AVAILABILITY: Please check the days that are best for you.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Approximately how many hours per week do you wish to volunteer? _____

SKILLS AND INTERESTS

Preferred Name for nametag: _____

Unisex shirt size (circle one): S M L XL XXL

Volunteer type (check all that apply):

- Garden Assistant
- Nature Educator
- Nature Center Host
- Outreach & Event Ambassador
- Community Science
- Park Patrol
- Wildlife Monitor
- Trail Maintenance
- Habitat Restoration

- Animal Caretakers
- Camp Docent
- Other (Please specify) *e.g.*

Administrative, exhibits,
etc: _____



Code of Conduct

Attitude and Behavior

- **Accountability**- All volunteers are accountable for their work-related conduct and for performing their job related duties to the highest professional standard at all times.
- **Representation**-Volunteers are often the first point of contact for visitors that come to MVNC. MVNC relies on volunteers to demonstrate excellent customer service skills and abilities to represent MVNC and the City of Arvada throughout the community.
- **Confidentiality**- Volunteers should take care to maintain in confidence any privileged information they may be exposed to while serving at MVNC, including business and personal information involving staff members, other volunteers, or guests.
- **Identification**-Volunteer nametags are provided by MVNC and are located next to the Volunteer message board. Volunteers should wear a volunteer nametag at all times while during their shift and should replace it when their shift is done. Once a volunteer has completed 15 hours of service at MVNC, they will receive a shirt and a personalized nametag. Volunteers without personalized nametags must still wear a volunteer nametag during all shifts.
- **Conflict** – Volunteering with MVNC should be an inclusive and positive experience for everyone. If at any time a volunteer has a conflict with another volunteer or staff member that cannot be resolved independently, they should alert MVNC staff so that we may help find a solution. Any instance of harassment, violence, or discrimination will not be tolerated.
- **Political Materials**- Since MVNC is a branch of the Arvada city government, volunteers may NOT, within the Nature Center or park:
 - Express political viewpoints
 - Circulate or distribute any political material, including petitions, brochures, and any other form of written or printed materials supporting a specific political figure, cause, or legislative issue, including petitions for ballot initiatives.
 - Wear political badges, clothing, or buttons while performing service for MVNC.

Customer Service

From kids to senior citizens, all visitors are important and should be treated with respect. As a frequent first point of contact, volunteers' behavior is important in creating a welcoming experience for visitors. In recognition of the worth of every visitor, volunteers should strive to make every visitor's experience enjoyable. Valuing visitors as individuals, and offering helpful information they have gained will encourage visitors to come back, recommend MVNC to others, and spread our mission throughout our community.

Mission Statement: *To inspire environmental learning and interpretive connections with our community.*

Take the time to get to know the visitor, ask how they heard about the Nature Center and offer a copy of our brochure. If they would like more information, feel free to share your knowledge as well as what is available in the Nature Center. If visitors want to explore on their own, respect their space and be available if they do come to you for questions.

Substance Disclaimer



All substances, including but not limited to alcohol, tobacco, or marijuana, are prohibited in all Majestic View facilities, in City vehicles, and on Majestic View Property.

Donations

As a representative of the City of Arvada, volunteers are not entitled to accept money for their service. If a visitor does hand any volunteer tips or items of monetary value, it is considered a donation to MVNC and/or the City of Arvada and shall be processed as such. Volunteers should direct small monetary donations to the bird house by the front door and all other donations should be left in the Director's office with a detailed note of the donation.

Volunteer Expenses

Rarely, volunteers may be asked to purchase items for a program or event on the behalf of MVNC. If that occurs, the volunteer will be compensated for those expenses when they provide their receipt of purchase. Volunteers must get prior approval from the Director to make any purchase on behalf of MVNC.

Scheduling

Shifts that are scheduled for a specific program or date will be on Sign-Up Genius, an online scheduling website. An email address is required to create a profile, where you can sign up for shifts, enter them into your calendar, and receive reminders. If volunteers are unable to access this site, they may call the Nature Center and a staff member will put their name down for the desired shift, if available. As scheduling shifts is a first-come first-served process, MVNC staff cannot guarantee a specific shift. Please let staff know if you would like assistance at any time during your shift. Even if a volunteer does not receive a reminder, they are responsible for their scheduled shift. Should an emergency arise, volunteers may contact a staff member for help in finding coverage for the shift by calling in as soon as possible to allow adequate time to find a replacement.

I have read the code of conduct and agree to abide by these rules when acting in my capacity as a volunteer for the City of Arvada's Majestic View Nature Center.

Printed Name: _____

Signature: _____

Date: _____