



Essex County Environmental Center
621 B Eagle Rock Avenue
Roseland, NJ 07068
Phone: 973.228.8776



Joseph N. DiVincenzo, Jr.
Essex County Executive

Daniel K. Salvante
Director

**Essex County Environmental Center
VOLUNTEER APPLICATION**

*Volunteers under 18 must have a parent or guardian signature.
Please write clearly.*

Name: _____ Home Phone: _____

Email: _____ Mobile Phone: _____

Mailing Address: (Street, City, State, Zip) _____

Home Address: (If different) _____

Birth Date: _____

Medical Information:

- Medications or medical conditions of note: _____

Do you have any limitations or allergies that might prevent you from working at the Essex County Environmental Center or participating in any activities? Please explain.

Emergency contacts: Please provide a name and two phone numbers for each person that we can contact on your behalf in case of emergency.

- Contact #1: _____
- Contact #2: _____

In case of emergency I allow the Staff of the Essex County Environmental Center to contact the above-mentioned people as well as 911 or appropriate authorities.

“Putting Essex County First”

Background Information:

In the past 7 years, have you ever been convicted of a crime (misdemeanor or felony), other than a minor traffic violation? **YES / NO**

(A conviction includes a plea, verdict or finding of guilt regardless of whether sentence was imposed by the court).

- Charge:
- Date of Conviction:
- Place of Conviction:
- Sentence:

Please Note: Disclosure of a criminal record will not necessarily disqualify you from volunteering for the Environmental Center. However, failure to disclose such information may result in disqualification of your application or termination of your volunteer service.

Applicant signature: _____ Date: _____

Please Note: This must be signed by a parent/guardian if the applicant is under 18

Interests:

Areas of Interest	Please ✓	Comments
Artistic/Graphic Ability		
Nature Camp Assistant		
Special Events		
Office Assistant		
Outdoor Work Projects		
Paddle Trips		
Gardening		
Animal Care		

Special Skills	When/Where Certified

Add any special interests not listed: _____

Availability:

Volunteer days	✓	AM 9-12	PM 1-5	EVE 6-9pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Education/Training:

	Grade	School Name
Elementary School		
High School or GED		
Bachelor's Degree		
Associate's Degree		
Master's Degree		

Have you volunteered before?

Please explain why you are interested in volunteering at the environmental center.

Does this volunteer opportunity fulfill an educational or civic requirement? YES/NO

If yes, how many hours are requires? _____

If yes, please check one or more of the following:

Community Service Hours High School Service Project College Internship

Other _____

Authorization to Release Information:

I certify to the best of my knowledge, all of the above information I have provided to the Essex County Environmental Center is true and complete. I understand that any misrepresentation, falsification, or willful omission may result in a refusal of volunteer service or dismissal from volunteer service.

I understand that a routine inquiry may be made during the processing of this information that will provide or confirm information concerning my character, general reputation, medical/physical condition, education, training and qualifications.

As a condition of volunteering at the Essex County Environmental Center, I hereby authorize the release of the above information whether such information is of record or not.

I release all individuals, employers, agencies, firms, organizations, educational institutions, medical institutions and law enforcement authorities from any liabilities resulting from providing such information.

Print applicant name: _____

Applicant signature: _____

Print parent/guardian name: _____

Parent/guardian signature: _____

Date: _____



**County of Essex
Essex County Environmental Center
WARNING, WAIVER, AND RELEASE OF LIABILITY**

Volunteer's Name: _____

In consideration of being given permission to participate in the Essex County Environmental Center Volunteer Program

I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against the County of Essex or the Essex County Environmental Center as a result of my participation in the above listed Event. I realize that accidents and injuries can arise out of the Event, and accordingly, this release is intended to discharge the County, its trustees, officers, employees, commission members, and volunteers, and any public agencies from and against any and all liability arising out of or connected in any way with my participation in the Event. This waiver and release is binding upon my heirs and assigns.

I acknowledge that I have been fully informed of the risks and dangers involved in this activity. I acknowledge that I have read, agree, and fully understand the above Warning, Waiver, and Release of Liability. I further acknowledge and agree that the reasons for my being requested to sign this Release have been fully explained to me and I understand them. If any provision, including any exception, part, phrase, or term, or the application thereof to any person or circumstance is held invalid, the application to other persons or circumstances shall not be affected thereby and the validity of this waiver in any and all other respects shall not be affected thereby.

I am signing this instrument of my own free will and I have not been influenced or coerced by any representative or employee of the County of Essex or the Essex County Environmental Center:

PARENT/GUARDIAN SIGNATURE

DATE

Staff and Volunteer Contract

As a volunteer you agree to:

- Be aware of and follow the policies and procedures of ECEC
- Consider volunteering a professional commitment and view your position as important to the center and community.
- Be prompt and reliable in reporting for work.
- Provide advance notice to the volunteer coordinator if unable to fulfill your responsibilities due to change in personal schedule.
- Attend orientation and training sessions as scheduled.
- Keep an accurate record of your volunteer hours in the volunteer log book.
- Communicate with the volunteer coordinator to resolve any questions or concerns.
- Represent the center at all times in an appropriate and responsible manner.
- Most importantly, HAVE FUN!

The Center agrees to:

- Provide an orientation to the center.
- Provide volunteer opportunities that meet your interests and skills.
- Train you to a level that will permit you to carry out your assignment.
- Provide support to facilitate your volunteer experience and to ensure the experience is worthwhile for you and the center.

Dress Code

- Volunteers are representatives of Essex County and are responsible for presenting a positive image to the community.
- Volunteers will dress appropriately for the conditions and performance of their duties.
- Nice Khakis/Denim (no holes or stains), Long shorts / Capri pants (to the knee). No gym shorts, or pants cut at the upper thigh. No half shirts or shirts that show cleavage or are cut too low. Wear clothing that portrays a conservative/partly outdoorsy but maintaining a slightly professional appeal.
- For your safety, wear shoes with closed toes or toe protection. Please no crocs or sandals, unless they are securely fastened.
- Volunteers that serve in a capacity of a presenter, speaker or other face-to-face constituent contact will wear an environmental center name tag.