



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**

*Teen Volunteers in grades 9 and up may participate on their own.  
 All volunteers under 18 must have a parent or guardian signature.*

Mail or Email your application to: Maura Toomey, [mtoomey@parks.essexcountynj.org](mailto:mtoomey@parks.essexcountynj.org)

**VOLUNTEERS 18 YEARS AND OLDER MUST FILL OUT A FREE BACKGROUND CHECK:**  
[https://v2-trionaid.screenmenow.com/v2/home?c=SLTR\\_00395](https://v2-trionaid.screenmenow.com/v2/home?c=SLTR_00395)  
 and email the receipt to [mtoomey@parks.essexcountynj.org](mailto:mtoomey@parks.essexcountynj.org)  
 If you do not have a Driver's License, enter the first letter of your last name followed by 14 '1s'.

**Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing/Home Address: (Street, City, State, Zip)**

\_\_\_\_\_

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

Contact #1/Phone#: \_\_\_\_\_

Contact #2/Phone#: \_\_\_\_\_

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.

**MEDICAL INFORMATION:**

**Do you have any medical limitations or allergies that might prevent you from volunteering at the Environmental Center or participating in any activities? Please explain:**

\_\_\_\_\_

**ECEC office use only:**

**Date received:** \_\_\_\_\_ **Background check:** \_\_\_\_\_

**Interviewed by:** \_\_\_\_\_ **Added to Volunteer Excel list:** \_\_\_\_\_

**Notes:**

\_\_\_\_\_

**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/Interests	When/Where Certified

**EDUCATION/TRAINING:**

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

Have you volunteered before and where? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**AVAILABILITY:**

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

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

*If yes, how many hours are required? \_\_\_\_\_*

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

Community Service Hours     High School Service Project     College Internship

Other \_\_\_\_\_

**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*

## **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:**

- Attend orientation and training sessions as scheduled.
- Be aware of and follow pertinent County of Essex employee policies and the policies and procedures of the Essex County Environmental Center.
- Consider volunteering a professional commitment and view your position as important to the Environmental Center and the community.
- Be prompt and reliable when reporting for your shift.
- Provide advance notice to the Center's designated staff volunteer coordinator if/when unable to fulfill your responsibilities due to change in personal schedule.
- Keep an accurate record of your volunteer hours in the volunteer logbook.
- Communicate with the Center's designated staff volunteer coordinator to resolve any questions or concerns.
- Always represent the Center in an appropriate and responsible manner.
- Most importantly, HAVE FUN, while in the spirit of being in service!

### **The Center agrees to:**

- Provide an on-site orientation and other special project-oriented trainings when needed.
- 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 to ensure the experience is mutually beneficial for both you and the Center operations.

### **Dress Code**

- Volunteers are considered unpaid staff of the County of Essex and are responsible for presenting a positive image to the community.
- Volunteers will dress appropriately for the conditions and performance of their duties.
  - Appropriate attire includes 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 errs on the side of conservative, is comfortable, and aligned with the work task at hand, while maintaining a slightly professional appeal.
  - A vest will be provided by the Center to be worn during your shift and returned at the completion of your shift, while performing volunteer opportunities at the Center or offsite on an outreach.
- 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 the capacity of a presenter, speaker or other face-to-face constituent contact will wear an Environmental Center name tag provided by the Center.