



## **ADOPT-A-PARK**

City of Fresno

### **Introduction for Volunteer Leaders**

Dear Volunteer,

Thank you for your interest in the City of Fresno Adopt-a-Park Program. The City of Fresno Parks, After School, Recreation and Community Services Department (PARCS) oversees 75 sites including regional and neighborhood parks, action sports facilities and play structures. The department's role is to ensure that all city parks are well maintained, safe and clean for residents and visitors to enjoy.

To aide our park system, the City has implemented an Adopt-a-Park program that utilizes the talents of community volunteers. As an Adopt-A-Park volunteer leader you will work closely with the parks department to coordinate the work of your volunteer park beautification team. We ask that you coordinate twice monthly (or more) volunteer activities at your park site, as well as track the number of hours that your volunteer team contributes to the effort.

The City will ensure that you, as a volunteer leader, have the necessary tools for success. City support of your volunteer effort will include:

- Adopt-A-Park orientation and best practices for coordinating volunteer activities
- Tools and supplies, as well as guidance on beautification needs
- Support from the City volunteer coordinator

In order to begin this process, please complete and submit the attached forms. Once we have received your application, we will contact you to complete the registration and training process.

If you have any questions about the Adopt-A-Park program or application process, please call 559-621-6600.

We are eager to support you in your effort and look forward to working with you to keep Fresno's parks beautiful!

Sincerely,

Bruce A. Rudd

Assistant City Manager / Interim PARCS Director



## ADOPT-A-PARK

City of Fresno

### VOLUNTEER LEADER DESCRIPTION

**Qualifications:** Volunteer leaders are resourceful and enthusiastic team players. Volunteer leaders serve as ambassadors for the City of Fresno and are committed to the goals of the Adopt-A-Park program.

**Duties and Responsibilities:** Volunteer leaders are responsible for facilitating teams of volunteers to beautify and maintain their adopted park site at least twice monthly. City staff will work closely with the volunteer leader to ensure that beautification efforts are consistently scheduled, equipment is available and volunteer hours are properly and accurately reported.

#### Volunteer Leader Commitments

- Adopt-A-Park for a minimum of 6 to 12 months
- Recruit volunteers to support your adopted park
- Become knowledgeable of the needs of your adopted park site
- Schedule 2 volunteer activities each month
- Arrive approximately 15 minutes early at the park site to welcome every volunteer and to meet with City staff (if applicable)
- Remain after the effort to receive feedback from volunteers and say thank you
- Ensure that all equipment necessary to complete the project is provided
- If at any point you must resign as volunteer leader, please notify the City's Adopt-A-Park coordinator in writing at least two weeks in advance and provide names of possible replacements from your volunteer group

#### Managing Volunteers:

- Meet and greet all new and returning volunteers
- Strive to make the volunteers' experience positive and productive
- Orient your group to the adopted park site
- Be the "go to" person for questions, ideas, concerns
- Explain any special needs or requirements to volunteers
- Review safety tips with all volunteers
- Make sure every volunteer has a specific task
- Coordinate training to support volunteer tasks
- Collect equipment from volunteers after each effort
- Gather volunteer comments regarding park needs or safety issues

#### Monthly Administrative Duties:

- Communicate with City staff and submit an 'activity report' within 5 days of each volunteer activity
- Notify the City with any changes (i.e. cancellation, schedule change, etc.)
- Fill out Volunteer Incident Report Form in case of an on-site injury
- Ensure all volunteers sign:
  - Registration and Waiver Form before their first service
  - Attendance and Waiver Form each time a clean-up is scheduled



## **ADOPT-A-PARK**

City of Fresno

### **BECOMING A VOLUNTEER LEADER**

#### **1. Application**

Fill out the volunteer leader application form and submit it to [parkvolunteers@fresno.gov](mailto:parkvolunteers@fresno.gov) or mail it to 4670 E. Butler Ave., Fresno, CA 93702; Attn: Adopt-A-Park.

#### **2. Reference Checks**

City staff will contact three people whom you have known for at least one year

#### **3. Adoption Proposal & Agreement**

The volunteer leader and the City of Fresno will enter into an adoption agreement that includes your Adopt-A-Park location, schedule, volunteer tasks, emergency contacts, etc.

#### **4. Site Visit**

City staff will introduce you to your adopted site and help finalize your volunteer plan.

#### **5. Volunteer Leader Training**

City staff will provide training in project and volunteer management. This training will review the roles and responsibilities of a Volunteer Leader in detail and equip you with the knowledge necessary to successfully lead your group.

#### **6. Volunteer Leader Packets**

You will be provided with registration packets to distribute to all of your group's volunteers, including:

- Registration and Waiver Form (to be filled out by first time volunteers)

- Project Attendance and Waiver Form (to be completed by volunteers at each activity)

- Project Activity Report (to be returned to the City within 5 days of each volunteer activity)

- Volunteer Safety Tips (must be provided to all volunteers)

- Volunteer Incident Report Form (return to the City in case of an accident)

#### **6. Shadowing**

City staff will accompany you on your first couple of projects to show you the ropes and answer questions. Once you are up and running as a volunteer leader, City staff will work with you to help ensure your success.

#### **8. Six Month Review**

At your six month anniversary, City staff will review your efforts with you to confirm that the needs of the park site and participating volunteers are being met.

Following this review, an "Adopt-a-Park" sign with your organization name will be posted at your adopted park site for the duration of your commitment.



## ADOPT-A-PARK

City of Fresno

### VOLUNTEER LEADER APPLICATION

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Group affiliation: \_\_\_\_\_

How did you hear about the Adopt-a-Park program?

- Website       Staff       Friend       TV/Radio  
 other: \_\_\_\_\_

Have you ever volunteered for a park project before? *(If yes, which projects?)*

\_\_\_\_\_

Do you have a previous volunteer experience outside of City of Fresno? *(Please detail)*

\_\_\_\_\_

\_\_\_\_\_

What motivates you to become a Volunteer Leader?

\_\_\_\_\_

\_\_\_\_\_

List the name, phone number(s) & email of 3 references you have known for at least one year:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

When would you prefer to volunteer? *(Check all that apply)*

- Weekend Mornings       Weekend Days       Weekend Evenings  
 Weekday Evenings

Special skills or expertise that may be applicable to a volunteer leader position:

\_\_\_\_\_

\_\_\_\_\_

By initialing, you agree to coordinate volunteers for the following project:

**City of Fresno Adopt-A-Park** Volunteer leader commits to lead all occurrences with his/her group at an adopted park site for a minimum of one year.

List at least 3 park sites you would be interested in adopting (in order of preference):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Demographic information**

This information is used for demographic purposes only and is optional

**Birth Date:** \_\_\_\_\_ **Sex:**  male  female

**Ethnic group:**  Asian  Hispanic/Latino  African American/Black  White

Native American/Alaska Native  Native Hawaiian/Pacific Islander  Other: \_\_\_\_\_

**Are you bilingual?**

Yes  No Please list language other than English spoken: \_\_\_\_\_

I have read and understand the volunteer leader requirements and agree to help maintain and improve this park site by communicating all Adopt-A-Park issues, accomplishments and changes to the City of Fresno.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Thank you for your interest in becoming a City of Fresno Adopt-A-Park volunteer leader.

Please return your completed application to the City of Fresno Volunteer Coordinator at [parkvolunteers@fresno.gov](mailto:parkvolunteers@fresno.gov) or mail to: 4670 E. Butler Ave., Fresno, CA 93702-4608; Attn: Adopt-A-Park



**ADOPTION PROPOSAL AND AGREEMENT**  
For Park and Trail Adoptions

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

Adopt-A-Park Participant/Group): \_\_\_\_\_

Group Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Park Interested in Adopting: \_\_\_\_\_ Location: \_\_\_\_\_

Area(s) Interested in Maintaining: \_\_\_\_\_

Duties (Scope of Work): \_\_\_\_\_

Work Schedule: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**TERMS AND CONDITIONS**

1. **TERM:** Subject to the City's right to terminate, this agreement shall be in full effect for **one year** beginning \_\_\_\_\_.
2. **CONDITIONS:**
  - a) The Adopt-A-Park participant/group shall develop and follow a regular schedule of maintenance of the property as agreed upon by the City Fresno and report any park hazards to City staff.
  - b) The Adopt-A-Park contact person shall report all hours volunteered to the Adopt-A-Park Coordinator.
  - c) Each individual participant must complete and sign the City of Fresno's Volunteer Service Application and the Waiver and Indemnity Agreement for Volunteer Service, prior to participating in the Adopt-A-Park Program.
  - d) The City of Fresno may photograph or videotape the events or activity in which the participant is participating for the purpose of promoting the City of Fresno and its services/programs, with the following understanding, *"that no compensation of any kind will be paid to the participant"*.
3. **ACCESS:** Volunteers are allowed access to City property for the purpose of carrying out the terms of this agreement.

*The City of Fresno reserves the right to terminate this agreement at any time.*

ADOPT-A-PARK PARTICIPANT

CITY OF FRESNO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Adopt-A-Park Coordinator

<b>For office use only:</b> Approved/Denied (Circle)   Date: _____   Training Date: _____   Date Started: _____ Explanation for Denial: _____
--