

Please return filled out application to the City Secretary's Office

## RICHLAND HILLS VOLUNTEER APPLICATION

Volunteer Applicant Information		
Last Name	First Name	Date of Birth
Address		
Home Phone	Cell Phone	Email
Emergency Contact Information		
Last Name	First Name	
Home Phone	Cell Phone	

Questionnaire
Days Available: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Times Available: <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings
Volunteer Interest Areas
Check all areas of interest. The City will contact you as opportunities become available, and may contact you for items that you did not check. Please see the additional pages for more detailed information on volunteer opportunities.
<input type="checkbox"/> Animal Shelter <input type="checkbox"/> Community Center <input type="checkbox"/> Parks <input type="checkbox"/> Library <input type="checkbox"/> Special Events <input type="checkbox"/> Police
<input type="checkbox"/> Neighborhood Enrichment <input type="checkbox"/> Administration <input type="checkbox"/> Other (Describe Below)
_____
_____

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Date

Please sign below to consent to a background check. A signature below IS NOT required in order to complete and submit a volunteer application. However, based on the nature of the volunteer activity, it may be required prior to an assignment being made.

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Date



## **Thank you for volunteering with the City of Richland Hills**

Thank you for your interest in becoming a volunteer for the City of Richland Hills. We strive to maintain a variety of volunteer opportunities that provide for array of experiences and time commitments.

There are several volunteer opportunities with the City of Richland Hills. Some volunteer positions are available for special events, some are offered seasonally and other volunteer positions are best suited for year round commitment. Volunteers may also be needed in the event of citywide emergency situations. More detailed information regarding types of volunteer activities are found on the following pages.

### **VOLUNTEER CODE OF CONDUCT**

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City of Richland Hills equipment and identification upon request or at end of assignment.

### **VOLUNTEER DRESS CODE**

The City of Richland Hills is a professional working environment. As a volunteer, you are representing the City of Richland Hills. As such, we ask that you maintain an appearance that is appropriate for the type of volunteer work you will be performing. Volunteers who come inappropriately dressed will be asked to change before beginning their volunteer assignment.



## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a volunteer, I understand that:

- Richland Hills is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operating tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Richland Hills without anticipation of compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of any injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Richland Hills.
- The City of Richland Hills reserves the right to terminate my volunteer status at any time and for any reason.

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Your signature below indicates that you have read the entirety of this document and you agree to be bound by the stipulations and terms contained herein. If you are under the age of 18, your parent or guardian must also review these items and sign below.

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name- if a minor (Print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Animal Shelter

**Contact:**

Animal Services

817-616-3769

Kay Fisk

[vfisk@richlandhills.com](mailto:vfisk@richlandhills.com)

**Location:**

7049 Baker Blvd.

Richland Hills, Texas

**Duties and Opportunities:**

- Exercise Animals: Walk animals, supervise animal outdoor time, etc.
- Clean: Clean kennels and other light cleaning in public areas of the shelter
- Administrative: Answer phones, greet patrons, and other similar tasks
- Assist with "Get Acquainted" process for potential adoptions
- Assist at events, including Vaccination/Shot events and Adoption Programs

**Requirements:**

- Must be 18 years of age or older
- Time commitment and shifts vary prefer a commitment of at least 2 hours per week
- Training will be provided as needed, however volunteer should be comfortable interacting with both people and animals

**Environmental Conditions:**

- Inside and outside opportunities available. Position works in an environment that is often noisy and where allergens are present. Strong odors are expected and volunteers should expect to get dirty.



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Community Center

**Contact:**

Community Center  
817-616-3820  
Anne Bruton  
[abruton@richlandhills.com](mailto:abruton@richlandhills.com)

**Location:**

3204 Diana Drive  
Richland Hills, Texas

**Duties and Opportunities:**

- Answer Phones
- Schedule Rental Events
- Greet the Public
- Chaperone Events

**Requirements:**

- Must be 18 years of age or older
- Training will be provided. A consistent weekly commitment is required.

**Environmental Conditions:**

- This will be an indoor opportunity. Will largely work alone. There will be a fair amount of downtime, so having something to do to occupy the time would be beneficial (i.e. reading, etc).



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Parks Maintenance

**Contact:**

Public Works  
817-616-3830  
Judy Allen  
[jallen@richlandhills.com](mailto:jallen@richlandhills.com)

**Location:**

6700 Rena Drive  
Richland Hills, Texas 75165  
(Actual work will be at various Park locations in the City)

**Duties and Opportunities:**

- General Clean Up
- Light Maintenance and Improvements
- Planting/Weeding

**Requirements:**

- Must be 18 years of age or older or have parental/guardian consent
- Time commitment will vary. There will be a mix of weekly, recurring opportunities as well as seasonal opportunities

**Environmental Conditions:**

- Primarily working in an outside environment, sometimes in hot or inclement weather. It is anticipated that work might be strenuous.



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Library

**Contact:**

Library  
817-616-3761  
Lisa Wood  
[lwood@richlandhills.com](mailto:lwood@richlandhills.com)

**Location:**

6724 Rena Drive  
Richland Hills, Texas

**Duties and Opportunities:**

- Shelving Materials
- Processing Materials
- Assisting with Library Special Events

**Requirements**

- Must be 18 years of age or older
- Time commitment and shifts will vary. A consistent commitment is preferred.

**Environmental Conditions:**

- Indoor and outdoor opportunities available.



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Special Events

**Contact:**

City Secretary  
817-616-3811  
Cathy Bourg  
[cbourg@richlandhills.com](mailto:cbourg@richlandhills.com)

**Location:**

3200 Diana Drive  
Richland Hills, Texas

**Duties and Opportunities:**

- Senior Lunch
  - Serving Food
  - Decorating
- Implementation/Execution of Special Events

**Requirements:**

- Must be 18 years of age or older or have parental consent
- Schedule will be inconsistent and seasonal based on events

**Environmental Conditions:**

- Indoor and outdoor opportunities available.



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Police

**Contact:**

Police Department  
817-616-3792  
Maurine Gordon  
[mgordon@richlandhills.com](mailto:mgordon@richlandhills.com)

**Location:**

6700 Baker Blvd.  
Richland Hills, Texas

**Duties and Opportunities:**

- Administrative
  - Reception
  - Computer Data Entry
  - Clerical Assistance
- Fundraising
  - Grant Writing
  - Donation Outreach
  - Special Events
- Information Development for Flyers, Newsletters, etc.
- School Related Activities
  - Work with School Resource Officer
  - After School Programs
  - RADKIDS Program
- Community Outreach
  - Neighborhood Watch
  - Texas Night Out

**Requirements:**

- Must be 18 years of age or older
- Time commitment will vary. There will be a mix of weekly, recurring opportunities as well as seasonal opportunities

**Environmental Conditions:**

- Conditions will vary based on the assignment.



**Volunteer Activity Sheet**

**Volunteer Opportunity:** Neighborhood Enrichment

**Contact:**

Code Enforcement  
817-616-3774  
Jonathan McIntosh  
[jmcintosh@richlandhills.com](mailto:jmcintosh@richlandhills.com)

**Location:**

3201 Diana Drive  
Richland Hills, Texas 75165  
(Actual work will be at various locations in the City)

**Duties and Opportunities:**

- Coordinate outreach with non-profits/churches for Clean Up Events
- General Clean Up and Rehabilitation of Public and Private Properties, including:
  - Painting
  - Weeding
  - Planting
  - Trash Pick Up
  - Minor Facility Repair
- Adopt a Street

**Requirements:**

- Must be 18 years of age or older or have parental/guardian consent
- Time commitment will vary. There is not likely to be consistent projects, but there may be periods of time with a heavy emphasis on projects.

**Environmental Conditions:**

- Primarily working in an outside environment, sometimes in hot or inclement weather. It is anticipated that work will be strenuous.