

Hayward Area Recreation and Park District



Sulphur Creek Nature Center

1801 D Street, Hayward, CA 94541

(510) 881-6747

E-mail: nature@haywardrec.org



Dear Potential Docent:

Thank you for your interest in becoming a docent at Sulphur Creek Nature Center. Sulphur Creek is a wildlife rehabilitation and educational facility. We strive to instill a sense of responsibility for the welfare of our world by bringing people and animals closer together through wildlife rehabilitation and education.

Docents play a vital role in our education department by conducting educational programs primarily for children in grades K – 6 and are our main representatives at community fairs and festivals. Without our docents, we would not be able to reach as many people with our message. Through our docent-training program, you will be able to broaden your knowledge of local wildlife and develop the tools necessary to teach a group about local wildlife.

Please complete the attached application and return it to Sulphur Creek. There is a \$60 training fee upon acceptance into the program. The training fee covers the cost of materials and a Sulphur Creek T-shirt to wear when volunteering for programs. Docents must be at least 18 years old and attend scheduled training classes in addition to your hands on training.

We look forward to receiving your application. If you have any questions, please contact me or any Naturalist at (510) 881-6747.

Sincerely,

Wendy Winsted
Coordinator



Sulphur Creek Nature Center - Docent Volunteer Application Hayward Area Recreation and Park District (HARD)

1099 E Street, Hayward, CA 94541 • (510) 881-6700 • www.haywardrec.org

(For office use only)
Last Name

First Name

Program

Fingerprinted/Date

Name: _____

Last

First

Middle

Address: _____ City & State: _____ Zip: _____

Phone: (____) _____ E-mail Address: _____

• • • • • Emergency Contact Information • • • • •

Name & relationship _____ Phone number: (____) _____

1. Areas of interest

Please check those areas that are of special interest to you.

- Teaching Children
- Teaching Adults
- Research and creation of educational displays
- Participating in local fairs
- Interacting informally with park visitors
- Other: _____ (specify)
- Helping with clerical work
- Teaching seniors & disabled adults

2. Any special skills or training? (ex. teaching experience, bilingual, Adobe Suite)

3. What is your current employment status?

- Employed full or part-time
- Unemployed
- Student
- Other _____
- Retired
- Work in home
- Self-employed

4. What is your highest level of education completed?

- High school graduate
- Some college
- College graduate
- Graduate degree

5. When are you available to work? (Circle all that apply) *Times vary based on program scheduling*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

5. Comments or other information you wish to share: _____

Volunteer Declaration

- I hereby certify that all statements made in this application are true. I hereby declare under penalty of perjury that any information provided is true and correct.
- I agree and understand that misstatements or omissions of materials or facts herein may forfeit my rights to volunteer and H.A.R.D. may immediately cease allowing me to perform voluntary services, without notice. In seeking to be accepted as a H.A.R.D. volunteer I understand that my volunteer assignment may be terminated at any time, without notice.
- I hereby agree to indemnify and hold H.A.R.D. harmless from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of volunteering or termination of my volunteer services rendered to H.A.R.D.

Signature _____ Date _____



Volunteer Commitments and Policies



- I will perform only the duties described by the job description and/or my site supervisor or coordinator.
- I will always work with children in a location that is supervised by HARD staff and will notify the supervisor if I am ever asked to work in an unsupervised setting.
- I will not obtain phone numbers, e-mail addresses, or home addresses from children.
- I will not socialize with the children outside of the program.
- I will follow HARD rules and behave appropriately. I will support HARD policies.
- I will honor confidential information.
- I will be free of the influence of alcohol or illegal substances when volunteering.
- I will never purposefully endanger the life or health of a child.
- I will inform the supervisor of any changes in my address, phone numbers, or emergency contact. I will inform the supervisor if I will be absent or when I stop volunteering.
- I have read the above commitments and policies and understand that I may be dismissed at any time as a volunteer.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If under 18 years of age)

SULPHUR CREEK NATURE CENTER
Additional Areas of Interest

Besides working with animals, Sulphur Creek Nature Center has many other operations. Below is a listing of the various jobs that are done, with a short description of each. Please take time to read these over and check those areas that you would be interested in.

_____ Wildlife Volunteer - Care for both resident animals living permanently at Sulphur Creek and injured or orphaned animals being rehabilitated. Duties include cleaning, feeding, and assisting the public with the Lending Library.

_____ Convalescent Hospital Visits - Participate with a team of volunteers that visits convalescent hospitals with live animals.

_____ Fundraising - Help organize and staff fundraising events and solicit donations.

_____ Wildlife Docent - Assist naturalists with educational programs. Duties include leading school and public tours, staffing booths at fairs, and helping at special events.

_____ Discovery Center Volunteer - Care for the reptiles, amphibians, fish, and arthropods in the Discovery Center. Duties include cleaning, feeding, setting up displays, and animal enrichment.

_____ Clerical Volunteer - Assist in answering phones, mailings, record keeping, computer data entry, and greeting the public.

_____ Gardener - Help maintain the wildlife garden and landscaped areas in the park.

For the above checked area, please list any special training or education you have that would help you out in these jobs. Also list any hobbies, special skills or "life-long interests" you might have that would be appropriate.

BIRTHDATE: _____

For Office Use Only

Called Date _____ by _____ Comments _____

Date _____ by _____ Comments _____

Never returned call

Assignment Rehab Docent Clerical Vet
 Gardening Fundraising Museum Special Events

Orientation Date _____