

Mounds View Volunteer Program

Make a Difference - Volunteer!

Thank you for considering working as a volunteer! The City is excited to offer a variety of volunteer opportunities to support the Mounds View community. Are you looking for a 1 day event? How about a long term opportunity? Do you want to work outside? Maybe you have excellent organizational skills? We may just have the right fit for you!

Why Volunteer?

When you volunteer, your efforts strengthen the local services available to members of the community. Volunteering raises awareness of important social needs, connects communities and builds friendships. Change your life and those around you -- volunteer!

- Develop new skills
- Enhance your resume
- Feel good about giving back to the community
- Share your talents

Volunteer Benefits:

- Enriches city programs and services through volunteer involvement and participation
- Facilitates active partnerships between city staff and community members
- Helps citizens become more familiar with city programs, services and issues
- Provides unique opportunities for local residents to contribute to city government

General Opportunities

Adopt a Hydrant, Neighborhood, or Park

- Hydrant (keep snow away during the winter months)
- Neighborhood (pick up trash and debris all year round)
- Park (pick up trash and debris all year round)

City Events / Short Term Opportunities

- Mounds View Festival in the Park

Code Enforcement

- Check on vacant properties as assigned

Data Entry

- Projects as assigned

Document Imager

- Provide assistance with the preparation and/or scanning of official city records for electronic preservation

Facility Support

- Cleaning
- Other projects as agreed upon
- Painting
- Room Set Up or Take Down
- Sweeping / Vacuuming
- Window Washing

Garden / Landscaping Assistance

- Help maintain gardens and landscaping around City buildings, boulevards, parks, etc.
- Mulching
- Planting and watering
- Raking
- Weeding

Invasive Plant Removal

- Help the City remove invasive buckthorn, and other invasive species
- Identify areas needing attention

Interpreter / Translator

- Assist residents with paperwork
- Help city staff communicate with Limited English Proficiency residents
- Meet or speak with residents to help explain city services, codes and answer questions
- Translate written materials, such as brochures, letters and flyers, into other languages

Mounds View Television

- Write scripts for programming
- Assist Cable Television Coordinator in special projects
- Be talent on programming as assigned

Group Opportunities

Opportunities for area businesses, churches, civic groups, etc. to participate as a group can be explored by emailing desaree.crane@ci.mounds-view.mn.us or by calling 763-717-4000. Typically groups will do a park clean up, planting project, invasive plant removal, or assist with a special event.



VOLUNTEER APPLICATION

Name: _____

Address: _____

Phone: _____

City: _____ State: _____

Zip: _____

Email: _____

In case of an emergency, please contact:

Emergency Contact Name: _____

Relationship: _____

Day Phone: _____

Evening Phone: _____

Skills & Interests

In which of the skills listed below do you feel you have moderate to excellent skill?
Check all that apply. If you are interested in working in a park, please indicate any and all parks you would be interested in assisting with.

- | | | |
|--|--|--|
| <input type="checkbox"/> Code Enforcement | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Document Imaging | <input type="checkbox"/> Translator |
| <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Natural Habitat Restoration | <input type="checkbox"/> Out-going phone calls |
| <input type="checkbox"/> Park Beautification/Gardening | <input type="checkbox"/> Photography | <input type="checkbox"/> Mounds View TV |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Reception | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Adopt Hydrant/Park | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Volunteer Management | <input type="checkbox"/> Working with kids | <input type="checkbox"/> Writing |

Other Skills/Interest _____

Additional Languages

What languages, in addition to English do you speak and/or write.

- Additional Languages:
- | | | | | | |
|--------------------------|------------------------|--------------------------|---------|--------------------------|---------|
| <input type="checkbox"/> | American Sign Language | <input type="checkbox"/> | Hmong | <input type="checkbox"/> | Spanish |
| <input type="checkbox"/> | Somali | <input type="checkbox"/> | Spanish | <input type="checkbox"/> | Thai |
| <input type="checkbox"/> | OTHER | | | | |

If you marked other please specify:

Availability

Please indicate the days, times and approximate number of hours you are usually available to volunteer.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References:

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

I Agree:

- I am interested in volunteering my services to the community and understand I will not be an employee of the City of Mounds View .
 - I assume all risks and hazards incidental to me in volunteering my services, including transportation to, from and during the activity, and I waive all claims for injury, death and resulting attorney fees and release the City of Mounds View, its employees and agents from liability in the event of injury during my volunteer activities.
 - I give the City of Mounds View permission to use my likeness in photograph(s) in any and all of its publications and in any and all other media (such as videos and websites) for use in promotion and marketing.
 - I release the City of Mounds View from liability in the event of injury during my volunteer activities.
 - I certify that all information provided is accurate and current. I give permission for the City to verify information if necessary or requested.
 - I understand I am applying for a volunteer position and that I will not be paid in any way. I give my permission to check the references I have listed.
 - I understand that a background check must be filled out if I work with youth ages 18 and younger.
 - I understand the information on this form may be shared with the City Council and appropriate City staff.
- By checking this box, I also indicate my understanding of the voluntary nature of my participation and acknowledge that all resulting outcomes will be considered the property of the City of Mounds View.

Sign: _____ Date _____



INFORMED CONSENT

TO: Minnesota Bureau of Criminal Apprehension
Criminal Justice Information Systems – CHA
1430 Maryland Avenue East
St. Paul, MN 55106

FROM: City of Mounds View
Attention: Personnel Office
2401 County Road 10
Mounds View, MN 55112

Applicant Note: The information contained herein is considered private data, and will be used only to determine your suitability for volunteering with the City of Mounds View. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have trouble determining your suitability for volunteering with the City. The information provided herein will be accessible to you, pertinent staff of the City of Mounds View, or as provided by Minnesota Statutes.

BCA Note: The following person below has applied for a volunteer position with the City of Mounds View. City policy requires that criminal history inquiries be made on volunteer applicants.

Full Name: _____
(first) (middle) (last)

Maiden, Alias or Former Name: _____

Date of Birth: _____ Sex (M OR F): _____

I authorize the Minnesota of Criminal Apprehension to disclose all criminal history record information to the City of Mounds View, Attention: Desaree Crane, Assistant City Administrator, for the purpose of volunteering with this agency.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

State of Minnesota }
County of Ramsey }

Subscribed and sworn to me this _____ day of _____, 2015.

Notary Public

Notary Stamp

ONLY COMPLETE IF YOU ARE APPLYING FOR A POSITION THAT WORKS WITH YOUTH 18 YEARS OF AGE OR YOUNGER.