



# VILLAGE OF NORTH PALM BEACH STUDENT COMMUNITY SERVICE POLICY

## I. PURPOSE

Student Volunteer Community Service for the Village of North Palm Beach provides important benefits to our local residents and local community. Many local students are required to work a certain number of school-required community service hours each year. The Village provides a full range of municipal services including Community Development, Parks and Recreation, Library, Police, Fire and Public Works (including sanitation). The Village also manages the North Palm Beach Country Club which includes a Jack Nicklaus designed golf course. In the spirit of community service, support and interest, the Village thankfully offers a Community Service Program to local students.

## II. POLICY

The Village of North Palm Beach hereby establishes a Student Volunteer Community Service Program. This program will be managed by the Human Resources Director in conjunction with all Department Directors. This policy is not designed to replace current staff or eliminate necessary functions of paid employees, but is designed to supplement and complement existing staff. Availability of volunteer opportunities is not guaranteed, but will be accommodated whenever possible. Volunteers must be local Village residents, the children of local Village residents, or the children of Village employees. School identification must be provided in order to prove student status. No more than 20 hours of community volunteer service may be worked by a volunteer during an established Village work week (Sunday - Saturday).

## III. PROCEDURE

Interested volunteers must submit a completed Application for Student Volunteer Community Service (Attachment A) to the Village Human Resources Department at 501 U.S. Highway One, North Palm Beach, Florida, 33408, FAX (561) 848-3344. Applications can be obtained at the Village Administration Office or on the web at [www.village-npb.org](http://www.village-npb.org). The Human Resources Department will screen all applications and forward to the appropriate Department Heads to determine if there are any appropriate volunteer opportunities available. Human Resources will then contact the selected candidates to notify them of the available opportunity. All volunteers and a parent or guardian will be required to sign a notarized Student Volunteer Community Service Release Form (Attachment B) and track all hours worked on a Student Volunteer Community Service Time Sheet Report (Attachment C).

## **EXAMPLES OF WORK**

- Pick up debris and clean in and around shop areas, office buildings, parks, roadways, canals and parking lots using shovels, pitchforks and other hand tools.
- Park Maintenance, including planting, mowing, watering, repair of irrigation systems, cleaning of buildings and park structures.
- Light landscaping assistance along swales and canals using rakes, shovels, small hand-tools.
- Performs facility and custodial maintenance as needed including trash collection and removal.
- Light administrative duties.
- Special events assistance, set-up and tear down equipment.
- Cleaning of Village Equipment.
- Other work may be assigned as required including light general repairs, work under adverse conditions, maintaining grounds and structures at various locations or other assignments required by the Village.

## **IV. PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the volunteer may be required to engage in the following activities: sitting, standing, walking, climbing, crouching, crawling, stooping, kneeling or balancing; reaching with arms; using hands and fingers to handle, feel, or operate objects, tools or controls; talking, hearing and smelling. The volunteer must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **V. WORK ENVIRONMENT**

While performing the duties of this position, the volunteer works in outdoor conditions, near and on machinery, or in high precarious places. The volunteer will likely be exposed to hot/dry/wet/ humid/cold conditions. The volunteer will occasionally be exposed to fumes, airborne particles, chemicals, vibration and other potential hazards associated with the maintenance and/or construction of roads and drainage works and other types of construction. Manual dexterity is necessary in order to manipulate machinery and tools. The noise level in the work environment is quiet to moderate, but can be high under certain circumstances. Hand-to-eye coordination is necessary to operate various tools and equipment.

## **VI. AT-WILL**

This program has been created and formulated specifically for local student volunteers. All volunteers are considered at-will voluntary workers. All volunteer hours performed will be worked strictly on an unpaid basis, with no exceptions. The Village expressly reserves the right to discharge any volunteers for any reason, with or without cause, and without notice. Nothing in this policy confers the right to any volunteer to continue with this program. Participation in this program does not constitute employee status for any volunteer.



# VILLAGE OF NORTH PALM BEACH

"THE BEST PLACE TO LIVE UNDER THE SUN"

## APPLICATION FOR STUDENT VOLUNTEER COMMUNITY SERVICE

In accordance with the provisions of the Americans w/Disabilities Act (ADA), this document may be requested in an alternate format.

PLEASE PRINT LEGIBLY IN INK and COMPLETE IN FULL.

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

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

Street: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Home Telephone: ( ) \_\_\_\_\_

Are you legally authorized to work in the United States? (Proof will be required)

- Yes
- No

Are you currently a full-time student?

- Yes
- No

If "yes", please state the name of the school, and current student year attending:

\_\_\_\_\_

Are you related to a current Village Employee?

- Yes
- No

If "yes", please state name, relationship, and department employed:

\_\_\_\_\_

Date available for work: \_\_\_\_\_

Days/Times able to work: \_\_\_\_\_

Are you able to perform the essential job functions of the position for which you are applying? (The job description is available for review). \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you need any special accommodations to perform the essential functions of this job? Yes \_\_\_\_\_ No

**REFERENCES**

<b>Name and Mailing Address</b>	<b>Occupation</b>	<b>Phone w/ Area Code</b>

**FOR ALL APPLICANTS:**

I hereby certify that the answers given to the foregoing questions and statements are true. I authorize the Village of North Palm Beach to investigate and verify any or all of the information contained in this application. I understand that any misrepresentation of facts will be cause for dismissal or may disqualify me from consideration. Further, I understand and agree that any community service project is for no definite period and may be terminated without previous notice. I acknowledge and agree that if at any time I am subjected to any type of discrimination or harassment, I will contact the Director of Human Resources or other management representative immediately to obtain assistance in the resolution of such matters. I understand that the Village has an anti-harassment policy and that the complaint procedure stated within that policy should be utilized. Further, in accordance with Florida Public Records Law, Chapter 119, F.S., information provided on this application may be “inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee”.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***



# VILLAGE OF NORTH PALM BEACH

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## STUDENT VOLUNTEER COMMUNITY SERVICE HOLD HARMLESS AGREEMENT RELEASE & INDEMNIFICATION FORMS

I, \_\_\_\_\_, the undersigned, do hereby acknowledge and agree as follows:

In consideration of being permitted by the Village of North Palm Beach (the Village) to perform labor tasks for an on behalf of the Village in fulfillment of my Community Service requirements, I Hereby agree to indemnify and save harmless the Village and its agents and employees from and against any and all claims, suits, actions, damages and/or causes of action arising while performing labor tasks for and on behalf of the Village in fulfillment of my Community Service requirements, for any personal injury, loss of life and/or damage to property sustained by me or to any other person resulting from any accident or incident which may occur as a result of my performing labor tasks for and on behalf of the Village in fulfillment of my Community Service requirements whether by negligence or not, and from and against any order, judgements, and/or decrees which may be entered thereon, and from and against all costs, attorneys fees, expenses and liabilities incurred in and about the defense of any such claim. In the event that the Village shall be made a party to any litigation commenced against me or by me against any third party, then I agree to protect and hold the Village harmless and pay all costs and attorney fees incurred by the Village in connection with such litigation and for any appeals thereof.

I assume full responsibility for any risk of bodily injury, death or property damage due to my negligence or otherwise while performing labor tasks for and on behalf of the Village in fulfillment of my Community Service Requirements.

I agree that this release, waiver, and indemnity is intended to be as broad and inclusive as permitted by the Laws of the State of Florida and that if any portion of this agreement is held invalid, I agree that the balance shall continue in full force and effect.

This Release contains the entire agreement between me and the Village and the terms of this Release are contractual and not a mere recital.

EXECUTED THIS \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Emergency Contact Name & Tel #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Parents / Guardian Signature

\_\_\_\_\_  
Drivers License Number

SUBSCRIBED AND SWORN to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_ STATE OF FLORIDA: COUNTY OF PALM BEACH:

(SEAL)

\_\_\_\_\_  
Notary Signature



THE VILLAGE OF  
**NORTH PALM BEACH**  
 "THE BEST PLACE TO LIVE UNDER THE SUN"

**Student Volunteer Community Service  
 Time Sheet Report**

Week of: \_\_\_\_\_

Date	Name	Time In	Time Out	Total Hours	Workers Signature	Supervisors Signature

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

1. Both the worker and his/her supervisor must sign this time sheet each day the worker reports to the Village for work.
2. The Supervisor will submit the original time sheet to Human Resources and submit a copy to the worker.
3. If there are any questions, or if any problems arise during the course of the "workers" services, please contact the Village's Human Resource Director immediately.

**TOTAL HOURS:** \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date