



VOLUNTEER PROGRAM PACKET & FORMS



WELCOME

The City of Malibu Community Services Department offers a variety of volunteer opportunities throughout the year. We are continuously looking for volunteers to assist with tiny tot programs, senior citizen programs, environmental programs, special events, sports, and more.

The City of Malibu is an approved organization for Malibu High School Community Service Learning. It offers an excellent opportunity for Malibu High School students to complete service-learning hours as part of their graduation curriculum. All hours completed by a student with the City of Malibu will apply towards the high school graduation requirement.

Volunteers must complete and sign the Volunteer Registration Packet before volunteering with the City. Submit the Online Volunteer Forms, or print the Volunteer Registration Packet. For additional information on volunteering with the City, contact 310.456.2489 ext. 279.

For a complete list of community service opportunities, visit MalibuCity.org/Volunteer



INFORMATION

To be eligible please, complete the following steps:

New Volunteers:

1. Volunteers must be a minimum of 13 years old *Additional age requirements may apply for each volunteer opportunity
2. Submit the Volunteer Registration Form, Volunteer Areas of Interest Form, and Photo/Video Authorization and Release Form
3. Submit Background Check Form if applicant is an adult requesting to volunteer with minors
4. Submit forms to Lisa Crespo, Recreation Coordinator
5. Sign up for dates you would like to volunteer at MalibuCity.org/Register

*Volunteer opportunities, including days and times, are listed at MalibuCity.org/Volunteer, MalibuCity.org/Register, and in the Quarterly Recreation Guide.

Once registered for a volunteer opportunity, the participant will receive a confirmation email with the meeting location, time, and staff contact. Please wear comfortable clothing and closed-toe shoes. Volunteers must sign-in upon and sign-out.

For volunteer hour documentation and certification, or general questions, contact 310.456.2489 ext. 279 or Lcrespo@MalibuCity.org



VOLUNTEER LOCATIONS

The Community Services Department offers volunteer opportunities at a variety of locations throughout Malibu.

Malibu Bluffs Park and Michael Landon Center:

24250 Pacific Coast Highway, Malibu

Meet at the entrance to the Michael Landon Community Center.

Malibu City Hall:

23825 Stuart Ranch Road, Malibu

Meet in the Community Services Department located on the 1st floor.

Malibu High School and Community Pool:

30215 Morning View Drive, Malibu

Meet at designated sports and aquatics locations in the confirmation email.

Legacy Park:

23500 Civic Center Way, Malibu

Meet at the corner of Webb Way and Civic Center Way.

*Volunteer locations are listed at MalibuCity.org/Volunteer, and will also be included in the confirmation email.



CODE OF CONDUCT

The Code of Conduct provides guidelines for the behavior of all volunteers. Volunteers are expected to conduct themselves appropriately at all times while representing the City of Malibu.

All volunteers are expected to:

- Be considerate and courteous to others.
- Be flexible in accepting alternative facility assignments or modifications to schedules.
- Comply with decisions of staff and abide by established procedures if issues or concerns arise.
- Be respectful of City facilities, equipment, and property.

Violations:

City staff reserves the right to remove any person from City facilities, programs, activities, or events who violates the Code of Conduct. The following actions are considered violations of the Code of Conduct:

- Actions or behavior that negatively impacts or denies participants or other volunteers the ability to safely and respectfully volunteer in City programs, services, activities, and events.
- Verbal threats or physical altercations with participants, other volunteers, or City staff.
- Destruction or vandalism of City materials, equipment, furniture or property.
- Refusal to obey City staff at any time.
- Loud, inappropriate, or offensive behavior or language.
- Harassment or discrimination of any kind, including, but not limited to age, race, national origin, gender, religion, sexual orientation, or political affiliation.
- Inconsiderate or discourteous behavior toward participants, other volunteers, or City staff.
- Any activity that negatively affects the health of participants, other volunteers, or City Staff.
- Violations of City, County, State, or Federal law while on City property or when volunteering in City-sponsored programs, services, activities, or events.
- Possession or use alcohol, tobacco, illegal drugs or non-prescribed controlled substances while on City property or when volunteering in City-sponsored programs, services, activities, or events.
- Inappropriate and/or revealing attire.
- Lack of personal cleanliness and hygiene.

The City reserves the right to suspend, or remove, any volunteer who violates the Code of Conduct.

VOLUNTEER REGISTRATION FORM



Name:	Phone Number:
Email:	Date of Birth:
School (if applicable):	Address:
City:	Zip:
Family Physician Name:	Family Physician Phone Number:
Allergies:	Workplace Injuries or Medical Conditions:

Are you volunteering to fulfill the requirement of a court ordered program?

Yes No

Do you need the City of Malibu to certify your total number of hours or duties worked?

Yes No

My signature certifies that all information on this application is true. I understand and agree that any misstatements or omissions of material fact herein will cause forfeiture of all rights as a volunteer for the City of Malibu. Further I agree to indemnify and hold harmless the City of Malibu for any injury or loss suffered arising from or connected with my participation as a volunteer.

To be completed by a parent or guardian if volunteer is a minor

I fully understand that my and/or my child's participation in the above described program (the "Program") exposes me and/or my child to risk or personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this Program and agree to assume such risks. I hereby release, discharge and agree not to sue the City of Malibu, including its officers, employees, and agents, (hereinafter the "City") for any injury, death or damage to or loss of personal property arising out of, or in connection with, my and/or my child's participation in the Program from whatever cause, including the active or passive negligence of the City or any other participants in the program. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and /or statutory provision. In consideration of being permitted to participate in the Program, I hereby agree, for myself, my heirs, administrator, executors and assigns, that I shall defend, indemnify and hold harmless the City from any and all claims, demands, actions or suits arising out of or in connection with my and/or my child's participation in the Program. I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN AT MY OWN FREE WILL. I further agree and acknowledge that the City does not provide accident, medical, liability, workers' compensation insurance or any other insurance for program participants. As parent/guardian, I hereby consent to emergency treatment of my minor child as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I agree to carefully inspect and satisfy for myself that the facilities provided are reasonably safe for their intended use. I understand the City retains the right to use photos taken of me and/or my child during activities for publicity purposes.

Signature and Date

Emergency Contact Information:

Name, Telephone Number and Relationship

VOLUNTEER AREAS OF INTEREST



Please mark all program areas you are interested in:

- City Special Events Planting/Gardening
- Sports (Coaching/Scorekeeping) Outdoor Recreation
- Office (Filing/Copying) Senior Programs Teen Programs
- Maintenance (Painting, Debris Clean-Up)

Volunteer Experience (please list any previous volunteer experience):

Are you interested in receiving email notifications about volunteer opportunities?

- Yes No

PHOTO/VIDEO AUTHORIZATION AND RELEASE FORM



1. I have been informed that the City of Malibu will be taking photographs and/or video at the parks and athletic facilities throughout the City.
2. I understand that my image, or the image of my minor child, may be included in the images being photographed and/or videotaped and ultimately used in the City's promotional materials.
3. I give my unqualified permission to allow the City of Malibu to photograph and/or videotape my image, or the image of my minor child, and to use those photographs or videos, or any portion thereof, in the City's recreation guide, newsletter, website, program publications, radio or television programming, or any other City promotional materials.
4. I understand that the photographs and/or video taken by the City of Malibu as described above are the property of the City, and that the City may use them as it wishes in connection with the City's recreation guide, newsletter, website, program publications, radio or television programming, or any other City promotional materials.
5. I understand that the City owns the copyright to the images and videos that it creates and that the City may publish the images or videos at any time in connection with the promotional materials described above. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my image, or the image of my minor child, appears. I understand and agree that these materials will become the property of the City of Malibu and copies of publicized photographs will be supplied to me upon request.
6. I expressly release and discharge the City of Malibu, and its officials, officers and employees, from any liability in the nature of invasion of privacy, defamation or any other claim arising from its photographing or videotaping images at City parks and athletic facilities. I fully understand the significance of the foregoing authorization and release; I sign this authorization and release voluntarily and with the intent of being bound by it.
7. If signing this form on behalf of a minor child, I hereby certify that I am the parent or guardian of this minor and do hereby give my consent without reservation to the foregoing on behalf of the minor.

(Name of Minor Child, if applicable)

Signature and Date

Printed Name and Telephone Number



BACKGROUND CHECK

The City of Malibu participates in the Operation TLC2 Making Communities Safe program, a background screening program established to safeguard the City of Malibu, program participants, volunteers, and instructors. The City has contracted with NCSI Background Screening Solutions to perform the background checks in a secure and private manner. A background check may be required to volunteer with All volunteer coaches, regardless of age, will be subject to a background check.

The following information sources will be used as part of the background check and screening program.

1. Social Security Trace – Verifies that the person is who they claim to be.
2. Address Trace – Verifies the person’s most recent addresses.
3. County, State, and National Database Search – Captures all misdemeanor and felony records.
4. Sex Offender Registry – Record search of all 50 states.

Upon completion of the background check, the City will receive only the name of the instructor from NCSI with either a pass or fail rating. A pass rating indicates that an individual has passed the background check and qualifies to participate as a contract instructor. A fail rating indicates that an individual does not meet the standards set to be a contract instructor. Should an applicant receive a fail rating, they may appeal the results to NCSI for further consideration.

Below are the offenses which are grounds for exclusion in accordance with the National Recreation and Park Association:

- Sex Offenses – All, regardless of the amount of time since the offense.
- Violent Felonies – All, regardless of the amount of time since the offense.
- Non-Violent Felonies – Within the past 10 years.
- Misdemeanor Violence Offenses – Within the past 7 years.
- Two or More Misdemeanor Drug & Alcohol Offenses – Within the past 7 years.
- Any other Misdemeanor Offenses within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that instructor.

BACKGROUND CHECK



To be filled out and returned by adult volunteers volunteering with minors.



National Background Screening Consent and Release Form (All Fields Required)

Program/Company Name _____ Session _____

Applicant's Last Name _____ Applicant's First Name _____

Social Security Number _____ - _____ - _____ Date of Birth _____

Street Address _____

City _____ State _____ Zip _____

E-Mail Address _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm, or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name _____ Date _____

Signature _____

Please return form to the City of Malibu Community Services Department or submit online at <https://cityofmalibu.quickapp.pro/>