



DEERING ESTATE AT CUTLER

Job Title	Volunteer Internship: Estate Docent
Objective	To advance the environmental and cultural stewardship mission of the Deering Estate at Cutler by assisting the Education & Interpretive Staff in providing tours and programs for the public.
Job Description	Docents conduct guided house tours and programs for visitors. Each program lasts about 1 hour and explores historical, architectural and/or artistic topics, including the Native American settlements, the Perrine Grant, the Town of Cutler, the life and interests of Charles Deering, and modern restoration and conservation efforts. Docents set up for activities, greet groups, lead tours and programs, and put away materials and equipment. They may also assist with special event set up; greet guests; operate the historic elevator; and assist at the will-call, information, and concession tables.
Requirements	Applicants will be required to comply with Miami-Dade County's policies which include submitting to a criminal background check and fingerprinting by the Park Department. Docents should be 21 or older and have an interest in working with people. They should have a clear speaking voice and must be enthusiastic, cheerful and willing to learn. A background in history, art, architecture, or teaching is helpful, but not required.
Availability	Daytime business hours. Weekdays and/or weekends. Occasional evenings. Regular daily tours occur at 10:30am and 3:00pm. Tour groups are normally scheduled from 10:00am – 2:00pm. Docents must be available to volunteer for at least one tour or program per week.
Training & Benefits	After a site orientation, docents shadow Estate staff on guided tours and study selected readings to gain knowledge of the interpretive themes and to acquire skills in leading groups. They receive complimentary admission to Estate-sponsored events during their service period, and they are recognized at the annual Miami-Dade County Park and Recreation Volunteer Day and Award Ceremony.
Required Forms	<i>Volunteer Application, Affidavit of Volunteer Service, and Fingerprint and ID Information.</i>



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1. Please tell us why you would like to become a volunteer at the Deering Estate at Cutler.

2. What are your key skills, abilities, and interests?

3. What training or experience do you have that will be helpful in this position?

4. How do you hope to benefit from your service?



Miami-Dade Park and Recreation Department

Volunteer Application

Please print clearly and return completed form to the facility where you would like to volunteer or any Miami-Dade park office.

Form with fields: Today's Date, Individual/Corporate checkboxes, Co. Name, SS#, Date of Birth, Male/Female checkboxes, Last Name, First Name, MI, Address, Apt #, City, State, Zip, Home Phone, Cell Phone, E-Mail, Are you 18 years of age or older?, Driver's License Number or ID Number.

Form with questions: Will you be volunteering more than three (3) times within the next six months?, When are you available to start as a volunteer?, Is this volunteer service required by a government agency or court order?, Are you fulfilling requirements for community service hours?

Have you ever been convicted of a felony? Yes No
If yes, please explain below. (Answering yes does not necessarily exclude you from being selected for volunteer service)

Please check below which areas are of interest to you?

Table with 4 columns: Education, Customer Relations, Administrative / Computer, Specialty / Miscellaneous. Includes checkboxes for Academic Tutoring, Hosting / Greeting, Office / Clerical Work, Dog Park / Maintenance, etc.

Please tell us how you found out about volunteering or the Adopt-A-Park Program with Miami Dade Park and Recreation?

Form with checkboxes: Newspaper, School, Website, Park Employee / Friend, Other.

I request approval to volunteer my services at:
Under the supervision of (park manager or designee):

USE OF SOCIAL SECURITY NUMBER

The Miami-Dade Park & Recreation Department (the "Department") collects your Social Security number for identification and verification, reconciliation, tracking, and record keeping purposes.

INDEMNIFICATION

I understand that I am not an employee of Miami-Dade County (the "County") and will not receive payment for my volunteer services. I understand that as a volunteer I am covered under the Workers' Compensation Laws of the State of Florida as outlined in Chapter 440 of the Florida Statutes.

I further understand that as a volunteer I am not allowed to operate any power equipment, drive County vehicles, handle County funds, supervise County employees, provide "life guarding" services or use/handle pesticides, herbicides or other hazardous chemicals.

By signing this request, I additionally certify that I am aware that the Department will make the appropriate inquiries into my background as prescribed by Florida Statute 943.04351 (2004) and Chapter 26 of the Miami-Dade County Code.

In exchange for the opportunity to perform volunteer services for the County, and the County's permission to access certain County facilities for this purpose, and for other good and valuable consideration, receipt of which is hereby acknowledged, the undersigned hereby releases, indemnifies and saves harmless the County, its officers, officials, agents, employees, successors and assigns, from and against any and all liabilities, actions and causes of action which may arise, directly or indirectly, from the services and work to be performed by me as a volunteer and from the premises which I will occupy in performing those services and matters incidental thereto.

If Volunteer is less than 18 years old, please complete the following:

Form for parent/guardian: Parent's Name & Address, Signature, Date.

For Office Use Only: STV, LTV, CMV, DDL, Index Code, Preliminary Check, Prelim BG Approval, VECHS Check, VECHS Results Approval.



MIAMI-DADE COUNTY HUMAN RESOURCES FINGERPRINT AND I.D. INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Place of Birth (State or Country): _____

Gender: _____ Height: _____ Ft. _____ In. Weight: _____ Lbs. Eyes: _____ Hair: _____

Race which you would be identified (Please Check One):

_____ White _____ Black _____ Hispanic _____ Asian _____ Other

Are you a US Citizen? Yes _____ No _____ Social Security #: _____

Department: _____ Occupation: _____

Start Date: _____

To be filled by **Department Personnel Only**. Please provide index code on PCD for New Hire Orientation Purposes only.

Title of Position: _____ Employee Status: _____

Job Opening #: _____ Index Code: _____

Temp Agency (If Applicable): _____

I hereby certify that all statements made are true to the best of my knowledge.

Signature: _____ Date: _____

Affidavit of Volunteer Service

I understand that I am not an employee of Miami-Dade County (the "County") and will not receive payment for my volunteer services. I understand that as a volunteer I am covered under the Workers' Compensation Laws of the State of Florida as outlined in Chapter 440 of the Florida Statutes. I further agree to immediately notify the service site supervisor if I am injured in the performance of my volunteer duties.

I further understand that as a volunteer I am not allowed to operate any power equipment, drive County vehicles, handle County funds, supervise County employees, provide "life guarding" services or use/handle pesticides, herbicides or other hazardous chemicals. Exceptions to these restrictions must be approved in writing by the Department Director.

By signing this request, I additionally certify that I am aware that the Department will make the appropriate inquiries into my background as prescribed by Florida Statute 943.04351 (2004) and Chapter 26, Section 39 of the Miami-Dade County Code. If violations are found, I agree that I shall be prohibited from performing volunteer services on park property owned or operated by Miami Dade County in accordance with Chapter 26, Park and Recreation Department Rules and Regulations, Section 38, Background Checks Required for Child Event Workers, Park Vendors, and Programming Partners of Community Based Organization (CBO) Employees and Volunteers.

I further agree to report any arrest within forty-eight (48) hours of such arrest.

In exchange for the opportunity to perform volunteer services for the County, and the County's permission to access certain County facilities for this purpose, and for other good and valuable consideration, receipt of which is hereby acknowledged, the undersigned hereby releases, indemnifies and saves harmless the County, its officers, officials, agents, employees, successors and assigns, from and against any and all liabilities, actions and causes of action which may arise, directly or indirectly, from the services and work to be performed by me as a volunteer and from the premises which I will occupy in performing those services and matters incidental thereto. I declare that all the information provided on the Volunteer application is true, and I understand that any falsification or misrepresentation may result in my exclusion from the County's volunteer program.

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____