



Volunteer with Recreation & Social Programs

You're about to embark on an excellent experience that will allow you to develop leadership skills and communication techniques all while having fun and making new friends. As a part of this program, you will identify and develop your leadership skills and volunteer as a member of the group.

Please note: All Volunteers must commit a minimum of 2 weeks during the summer.

How to become a New Volunteer

Step 1:

Complete the following forms: (attached)

- 1) Volunteer Registration Form
 - This form is used for all City Volunteers. Some fields may not apply to this volunteer position.
- 2) Emergency Contact Information
- 3) Assumption of Risk and Informed Consent
- 4) Two Completed Reference Checks
 - Two completed references are needed to complete your volunteer application including contact information. Reference could be contacted by a City of Calgary employee to verify the reference.
- 5) Model Agreement and Release
- 6) Volunteer Site Preference
 - Please only sign up for 2 weeks at this time.
 - Once all volunteers have signed up we will open the remaining spots up on Better Impact.

Step 2:

Please return all completed forms to the Social Program Email:

recreation.socialprogramvolunteers@calgary.ca

From there, a Recreation Specialist or Social Program Specialist will reach out to you.

Step 3:

The volunteer team will contact you to schedule a short formal interview.

April 19th, April 26th or May 17th Interviews

- Village Square Leisure Centre (times are TBD)
- Southland Leisure Centre (times are TBD)

Step 4:

If successful, at the interview you will be given information regarding the following:

- Volunteer database information called Better Impact
 - You can sign up for shifts and track your hours.
 - Volunteers are placed on a first-come, first-served basis.
- Volunteer Training
 - Will take place in June, more details to come.

Date of Application (YYYY-MM-DD)				
Last Name (Please Print)		First Name	Middle Initials	Age ☐ 13 to 17 ☐ 18 and over
Home Phone Number	Alternate Phone Number	Email Address		
Street Address				
City		Province	Postal Code	

Important Notice: This PDF was designed to be filled in with Adobe Acrobat Reader. Download the form to your desktop and use Adobe Acrobat Reader to open, complete and submit this form. If you are using Edge or Chrome browser some fields will not work as intended and your form may not submit.

Volunteer Position (currently applying for)	Location
Have you Volunteered with The City before? ☐ Yes ☐ No	If yes, which Position and Location?

PLEASE READ CAREFULLY

☐ The minimum age requirement to volunteer with The City of Calgary is 13 years of age. Work units may establish a minimum age higher than 13 years. Parental or guardianship permission and signature on this form are required for anyone under the age of 18.

☐ Yes ☐ No Have you been convicted of any criminal offenses for which a Pardon has NOT been granted?
Please note that Police Information Checks will be conducted as required.

☐ Yes ☐ No Have you ever been a registered volunteer for The City of Calgary in the past?
If yes, please indicate location/program/event and the year(s) in which you volunteered.

☐ A screening policy is in place for all potential volunteers. This may include police information checks, an interview, orientation and trainings.

☐ I will make known to The City of Calgary any criminal conviction(s) (other than traffic violations) and the details of such conviction(s). Crimes for which official pardons have been granted pursuant to the Criminal Records Act R.S.C., 1985, c. C-47 need not be disclosed.

☐ I acknowledge that as a volunteer, I am not covered under The City of Calgary's Workers Compensation Plan; as a volunteer, I am covered under the Volunteer Accident Insurance Program.

☐ In the event that I sustain an injury during any of my activities as a registered City of Calgary volunteer, I authorize The City of Calgary or the insurance provider to obtain copies of all relevant health records. I will execute authorization for the release of all relevant health records, and failure to do so may result in my claim being denied.

☐ Your personal information is being collected for the purpose of the operation of the volunteer program and to activate the Volunteer Accident Insurance coverage. This information is collected pursuant the Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about this collection and use of this information, please contact the Volunteers Specialist by mail at P.O. Box 2100, Station M, Calgary, AB, Canada, T2P 2M5, by telephone at 403.648.6594 or by email at Jordan.Daelder@calgary.ca.

By dating and signing this document you are acknowledging the information above is correct/accurate

Volunteer's Signature				Date (YYYY-MM-DD)
Parent or Legal Guardian Signature (required If volunteer is under 18 years of age)				Date (YYYY-MM-DD)
Supervisor's Signature	Supervisor's Name (Please Print)	Work Unit	Mail Code	Date (YYYY-MM-DD)

ISC: Confidential

Please submit this completed document to the volunteer team at recreation.socialprogramvolunteers@calgary.ca



Emergency Contact Information Volunteer / Code 86

R 1147A (R2023-12)

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Volunteer's Last Name	First Name	Middle Name	Birthdate (YYYY/MM/DD)
Position and Location			
Current Address	Home Phone ()	Cell Phone ()	

Emergency Contact Name	Relationship		
Home Phone ()	Work Phone ()	Cell Phone ()	

Alternate Emergency Contact Name	Relationship		
Home Phone ()	Work Phone ()	Cell Phone ()	

Relevant Medical Information: Please state any allergies, medical conditions, or medications in case of an emergency
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Signature of Volunteer	Date (YYYY-MM-DD)
Signature of Parent of Legal Guardian (required for individuals under 18 years of age)	Date (YYYY-MM-DD)

Your personal information is being collected for the purpose of administering the volunteer program and will be used for the purpose of Emergency Contact only. This information is collected pursuant the Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about this collection and use of this information, please contact the Volunteers Specialist by mail at P.O Box 2100, Station M, Calgary, AB, Canada, T2P 2M5, by telephone at 403.648.6594 or by email at Jordan.daalder@calgary.ca.

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ASSUMPTION OF RISK AND INFORMED CONSENT

X 631 (R2023-04)

**By signing this document, you understand and accept the risks associated with the Event for your child as his or her parent or legal guardian.
Please read carefully!**

In consideration of permission, granted now or in the future by The City of Calgary (The City) to
participate in _____

_____ (The Event) on _____, 20____, I agree and acknowledge that:

1. _____ (my Child) has met all of the prerequisites required for participation in The Event and will abide by its rules and regulations.
2. Participation in The Event has risks and hazards. As a participant my Child may suffer property damage, personal injury, and even death. I freely and voluntarily assume all of the risks and hazards of participation, including the legal risk. This means that I am giving up my right to sue the City for any reason, including negligence, if my Child suffers any damage, injury, loss or death by participating in the Event.
3. I waive any claim I may have against The City arising from my Child's participation in The Event, however it is caused, and I agree to indemnify and hold harmless The City from all claims arising from my Child's participation in The Event.
4. The City may secure such medical advice and services as it, in its sole discretion, may deem necessary for my Child's health and safety and I shall be financially responsible for such advice and services.

DATED at Calgary, Alberta this _____ day of _____, 20____

Name of Parent or Legal Guardian
(Please Print)

Signature of Parent or Legal Guardian

Date of Birth of my Child (YYYY-MM-DD)

The personal information collected by this form is obtained under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). The information will be used for the purpose of managing access to The Event. If you have any questions regarding the collection and use of this information please contact Leader, Risk Management at P.O. Box 2100, Station M, Calgary, AB Canada T2P 2M5 Mail Code #8055 or 403-268-5443 or claims@calgary.ca

ISC: Unrestricted

Volunteer Reference Check Form

CONFIDENTIAL



Candidate Name:	Position Applied for:
Reference Name:	Relation to Volunteer:
Contact Number:	Email Address:

This form can be filled out by a personal or professional reference, immediate family members will NOT be accepted as a reference. Please note that a reference may be contacted directly if followup is required.

How long have you known the candidate and in what capacity?

Please describe how the candidate interacts with others (siblings, peers, etc). How does this person interact with a vulnerable person (children, seniors, etc)?

Please describe a time where the candidate showed initiative?

Please comment on the candidate's strengths and areas for improvement. Can you provide an example where these were demonstrated?

Are you aware of any behaviors/problems with this candidate which could pose a risk to the individuals they will be volunteering with?

Is there any additional information you can provide us that will help ensure success for this volunteer candidate?

Name (printed)	Signature	Date
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This information is collected under section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of determining a candidate's suitability for employment. Inquiries about FOIP in relation to this form should be directed to the Human Resources Service Centre, The City of Calgary, Box 2100 Station M, Calgary AB T2P 2M5 or call (403) 366-3923

Volunteer Reference Check Form

CONFIDENTIAL



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The City of Calgary Model Agreement and Release

X 626 (R2022-05)

I hereby authorize The City of Calgary and its representatives to videograph/photograph or otherwise capture my photo, video and/or audio (collectively the "Recordings") at the event or location noted below:

Event/Location _____

Date _____

I understand that the Recordings will form part of The City's Corporate Image Library and may be used by The City of Calgary ("The City") in its programs, including for marketing, public relations and promotional activities of The City and its affiliates.

I voluntarily give my consent and authorize The City and its affiliates to use, reuse, distribute or publish the Recordings in any or all of its publications, reports, documents, videos, promotional, advertising, printed or electronic materials (collectively the "Materials"), including posting the Recordings on its social media or online sites. I relinquish any and all personal or proprietary rights I may have in connection with such use. I understand that I will not receive any compensation should the Recordings be used.

I understand that I may revoke this consent at any time by contacting 311. If I revoke my consent, I agree that The City will not be required to destroy or stop using any Materials that have been or are currently being mass produced for circulation among the general public, prior to my revocation.

In consideration of my use of the services provided I hereby release and hold harmless The City, its affiliates, their agents, employees, official's representatives and contractors from any and all claims or liability for damages arising from the use, reuse, distribution or publication of the Recordings. I am over the age of 16 (sixteen) years.

IF THE MODEL IS UNDER THE AGE OF 16 (SIXTEEN), THE PARENT OR GUARDIAN OF SUCH PERSON SHALL AUTHORIZE THE FOLLOWING:

I, the undersigned, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, hereby warrant that I am the parent or guardian of the minor(s) featured in the Recordings, having read and understood the contents of this document, do hereby consent to those matters stated above and hereby irrevocably release and agree to indemnify The City of Calgary from any and all liabilities of any kind in connection with the use of Recordings as contemplated above.

Name of Model	Name of parent/guardian (column to be used only if the model is under the age of sixteen)	Signature	Image(s) # Photographer use only
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

FOIP Disclaimer Statement

Information is being collected pursuant to the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000 and may be used for the administration of City of Calgary programs including public relations events. If you have any questions regarding the collection use and disclosure of this information, please contact 311.

Save the Dates

May 6th Last day to submit forms.

April 19th Interviews

- Village Square Leisure Centre (9am-12pm)
- Southland Leisure Centre (9am-12pm)

April 26th Interviews

- Village Square Leisure Centre (9am-12pm)
- Southland Leisure Centre (1-4pm)

May 17th Interviews

- Village Square Leisure Centre (times are TBD)
- Southland Leisure Centre (times are TBD)

Volunteer Training

- June 22nd OR 23rd

August 20th, 2024 -Volunteer Wrap Up Celebration

- Time TBD

Programs to Volunteer In:

Recreation Daycamps consist of a variety of fun and engaging indoor and outdoor activities for campers ages 5-12yrs. Located at our various facilities, participants will partake in games, physical activities, sports, arts, crafts, swimming, and more! Volunteers at these sites are responsible for supporting recreation staff with all camp activities, including swimming.

Park n' Play is designed to bring summer fun to kids to ages 6 – 12. This program runs outside in local communities, making accessible it to all Calgarians. Participants will get the opportunity to unplug and become active in green spaces in their community, while developing friendships and engaging in exciting outdoor activities, games, and special guests. The majority of the program sites will be weather dependent. **Stay 'n Play** is designed to bring summer fun to kids and their caregivers ages 3 – 5. This program runs alongside the Park n' Play program. Parents stay with their child 1:1 and work on building their relationship in a play-based community setting.

Selecting your preferences:

In the table on the attached document please select your top 4 sites locations for the two weeks you wish to volunteer. Please select 1 as your top choice, 2 as your second, 3 as your third choice and 4 as your fourth choice.

Currently, we are asking each volunteer to only sign up for **two week** of summer programming. Once all volunteers have signed up for their 2 weeks, we will open registration up on Better Impact for volunteers to pick up more shifts after we have closed registration.

Please note that the schedule below may change. Any choices selected are not guaranteed for the summer. We aim to have 2-4 volunteers per site, depending on the location. Each location runs 5 days a week (Monday to Friday) except for the two “short weeks” identified below, in which holidays occur. Volunteers are required to attend the entire week.

Week 1 July 2 - 5 Short Week	Rating
COVENTRY HILLS Nose Creek School 135 Covepark Square NE	2
Park n' Play / Stay n' Play MARLBOROUGH PARK Roland Michener School 5958 4 Ave NE	1
Park n' Play / Stay n' Play NORTH HAVEN North Haven School 4922 North Haven Dr. N.W.	4
Park n' Play / Stay n' Play TUSCANY Eric Harvie School 357 Tuscany Drive NW	3
Park n' Play / Stay n' Play BRIDLEWOOD Bridlewood School 207 Bridleridge Way SW	0
Park n' Play / Stay n' Play SPRINGBANK HILL Griffith Woods School 7652 26 Ave SW	0

