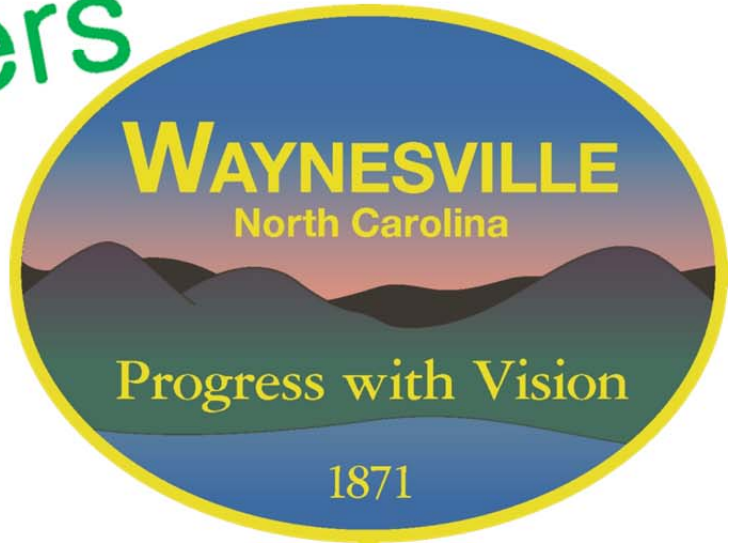


We're  
Searching for  
Volunteers



VOLUNTEER VOLUNTEER VOLUNTEER Community CONNECT COMMUNITY  
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Help Connect Serve Community  
GROWTH  
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CONNECT  
VOLUNTEER VOLUNTEER VOLUNTEER Connect Growth Growth



"How wonderful  
that no one  
need wait a  
single moment  
to improve  
the world."

-Anne Frank

"Alone we can do  
so little; together  
we can do so  
much."

Helen Keller

The best way to  
find yourself is  
to lose yourself  
in the service  
of others.

-Mahatma Gandhi

WE MAKE A LIVING  
BY WHAT WE GET  
WE MAKE A LIFE  
BY WHAT WE GIVE

- Winston Churchill

Thank you for your interest in Volunteering!

Here in the Waynesville area we are gifted with an abundance of beautiful resources. It is our endeavor at the Waynesville Recreation Center to engage both adults and children by offering them the means to connect to our community and the splendor of our natural surroundings.

Our mission statement says it best. Our mission is to promote quality recreation opportunities for all citizens of the greater Waynesville area by providing indoor and outdoor facilities and activities, and to be a resource for those who seek to improve their quality of life through recreation.

By Volunteering, you can become a part of the greater mission to improve the lives of others! We look forward to you becoming a part of our Volunteer Family as we work together to serve the community!

Sincerely,

Waynesville Parks & Recreation Staff

### **General Policies & Procedures for All Volunteers:**

\_\_\_\_\_ Each Volunteer must fill out the attached form prior to his/her first date of volunteering.

\_\_\_\_\_ Each Volunteer must attend an Orientation & Training prior to his/her first day of active volunteering.

\_\_\_\_\_ Each Volunteer should keep track of his/her time by signing in and out on the Volunteer Time Sheet in the division where volunteering.

\_\_\_\_\_ Each Volunteer will adhere to the appropriate Dress Code for the Recreation Department and division in which he/she is volunteering as directed by the division's supervisor.

\_\_\_\_\_ Volunteer positions that work with children/minors will need to complete Child Abuse Prevention Training and a background check prior to his/her first day as a volunteer.

**Research has  
shown that people  
who volunteer  
often live longer.**

**-Allen Klein**

The following is a list of  
Volunteer Opportunities through  
the Waynesville Parks &  
Recreation Department:

- Base Camp Ambassadors ..... 6
- Counselors In Training ..... 7
- Homeschool Program ..... 8
- Individuals & Civic Groups ... 9
- Special Olympics ..... 10

Select the volunteer opportunity  
listed above which suits you best. Specific position details, training and  
descriptions and requirements are included in the pages to follow.

## **Base Camp Ambassadors**

**Age:** Adult (18 & up)

These adult volunteers are trained to assist the Base Camp Program throughout the year. The objective is to help participants through exploration to discover the wonders of the Western North Carolina region by offering supportive, encouraging, enriching and safe interactions. Ambassadors can impart many new skills and insights to the “Base Camp” participants by offering their own unique set of expertise and experiences.

The Base Camp Ambassadors will assist our program to focus and enrich more lives through personal experience in nature. We hope you’ll consider joining the Base Camp Ambassador Team.

\_\_\_\_\_ Volunteer must attend an Orientation & Training prior to his/her first day as a volunteer.

\_\_\_\_\_ Must complete Child Abuse Prevention Training and background check prior to his/her first day as a volunteer.

\_\_\_\_\_ Volunteers report directly to the Base Camp Director for directives & supervision.

\_\_\_\_\_ Areas of service include, but are not limited to: Summer Camp, Hikes, Fly Fishing, Administrative Support and more as the Base Camp Program creates future opportunities.

Please contact [tpetrea@waynesvillenc.gov](mailto:tpetrea@waynesvillenc.gov) to discuss how you can volunteer for this program.

## **Counselor in Training (CIT)**

**Age: 13-15**

A Counselor in Training (CIT) is a volunteer position which is awarded to teens within the appropriate age group who wish to work with school age children in Summer/Seasonal Day Camp. The potential counselor in training must attend the Outdoor Leadership training in June, to be considered for this position. The position is offered only to those who exhibit exceptional character and work ethic during their training.

The benefit to the CIT is that holding this position offers a potential for work references and to be used for future resume and volunteer work experience. The benefit to the participants and counselor staff is the aid of the teen volunteer to assist with groups, help with equipment and positively impact the lives of children in camp both by assistance and example.

\_\_\_\_\_ This volunteer position is awarded under guidelines versus requested.

\_\_\_\_\_ Volunteer is selected after attending the one week hands-on training camp.

\_\_\_\_\_ Volunteer must attend an Orientation & Training prior to his/her first day as a volunteer.

\_\_\_\_\_ Must complete Child Abuse Prevention Training prior to his/her first day as a volunteer.

\_\_\_\_\_ CITs report to Base Camp Director & Camp Assistant Director for directives and supervision.

\_\_\_\_\_ CITs benefit most if they commit to volunteering for 5 out of the 7 weeks of Summer Camp.

\_\_\_\_\_ Areas of service include, but are not limited to: Summer Camp, Field Trips, Equipment and Special Camp Events.

Please contact [tpetrea@waynesvillenc.gov](mailto:tpetrea@waynesvillenc.gov) to discuss this program.

## **Homeschool Programs**

**Age:** Adult (18 & up)

These adult volunteers are trained to assist the Homeschool Program throughout the year. Their objective is to help Homeschool participants by offering supportive, encouraging, enriching and safe interactions.

The Homeschool Volunteer will assist the staff involved in the Homeschool program in whatever manner deemed appropriate by the department supervisor.

\_\_\_\_\_ Volunteer must attend an Orientation & Training prior to his/her first day as a volunteer.

\_\_\_\_\_ Must complete Child Abuse Prevention Training and background check prior to his/her first day as a volunteer.

\_\_\_\_\_ Volunteer reports to Base Camp Director for directives and supervision.

\_\_\_\_\_ Areas of service include, but are not limited to: Homeschool PE, STEM Projects, Specialty Camps and more as the Base Camp Program creates future opportunities.

Please contact [tpetrea@waynesvillenc.gov](mailto:tpetrea@waynesvillenc.gov) to discuss how you can volunteer for this program.



## **Individuals & Civic Group Volunteers**

**Age:** Youth-Adult (Dependent upon Group)

Civic groups and organizations, as well as, individuals wishing to volunteer for long term support or event support of the Waynesville Parks & Recreation may do so throughout the year. Each group/organization or Individual will need to work directly with the division supervisor responsible for the area in which the group/organization or individual wishes to volunteer.

\_\_\_\_ Volunteer must attend an Orientation & Training prior to his/her first day as a volunteer.

\_\_\_\_ Those who will work with children must complete Child Abuse Prevention Training and background check prior to his/her first day as a volunteer.

\_\_\_\_ Volunteer reports the supervisor on staff who is in charge of the event or area for directives and supervision.

\_\_\_\_ Areas of service include, but are not limited to: Event Volunteers, Maintenance, Clerical, Janitorial, Grounds Upkeep, Beautification Projects, and more as the Waynesville Parks & Recreation Department creates future opportunities.

Please contact the Front Desk at (828) 456-2030 to be directed to the proper supervisor to volunteer for a specific area, event or program.

## Special Olympics Structure

Local Special Olympics of Haywood County falls under the leadership of Special Olympics North Carolina. All activities for Special Olympics Haywood County fall under the leadership of the Local Program Coordinator - **The proper role of the Local Coordinator is not so much to DO everything, as it is to arrange that other Special Olympics volunteers are empowered and encouraged to implement the program.**

It is quite obvious that no one person could, or should, attempt to assume full responsibility for completing all of the duties at the local level. If Special Olympics is to grow and meet its responsibility to provide opportunities for individuals with intellectual disabilities, it must also grow to involve more people to carry out the responsibilities, which are necessary for the effective operation of a Special Olympics local program.

Local coordinators must play an essential role in making the Special Olympics volunteer system operate effectively. All management systems require someone to oversee the operation of the system, to plan the scheduled activities, and to manage and lead the team of individuals who will implement planned activities. In the Special Olympics system, it is the local coordinator who performs these managerial functions.

A coordinator's managerial duties can be divided into three areas:

1. Managing both the local committee and other local volunteers.
2. Planning for Special Olympics local activities including training, competitions, fundraising events.
3. Evaluating and reporting on local activities to State as requested/required.

All Special Olympics Volunteers work with the Local Coordinator. The following is a list of volunteer opportunities with Special Olympics. Each volunteer must hold to the policies of both the Waynesville Parks & Recreation and Special Olympics of North Carolina.

*This Page taken Directly from SONC Website:*

<http://sonc.net/resource-library/#1453839686359-e0c1a03a-7a72>

## Special Olympics Volunteer Positions

**Ages:** 16-Adult

### **Local Special Olympics Committee Members:**

- **Competition Chairperson** - *Purpose: To recruit and manage a team of volunteers for each competitive event the local program conducts to ensure quality, Olympic-type competitions are made available in a safe environment to persons with intellectual disabilities Coaches*
- **Family Chairperson** - *Purpose: On a year-round basis, increase family involvement with the Special Olympics athlete, thereby expanding resources, strengthening family ties, promoting awareness in communities of the needs and attributes of people with intellectual disabilities, assuring the continuing quality of the program.*
- **Fundraising Chairperson** - *Purpose: On a year-round basis, develop and implement diverse projects and activities to raise funds to support and meet the needs of the Special Olympics local program.*
- **Outreach Chairperson** - *Purpose: On a year-round basis, develop plans and activities to reach eligible persons who have not yet had the opportunity to participate in Special Olympics*
- **Public Relations and Education Chairperson** - *Purpose: On a year-round basis, develop and implement activities, materials and media opportunities that will increase community awareness of the Special Olympics movement and promote the capabilities of persons with intellectual disabilities.*
- **Training Chairperson** - *Purpose: To ensure year round quality training opportunities exist for athletes by providing training schools for coaches, officials, Games Management Teams and Competition Directors and to oversee the development of the sports programs for athletes of all ability levels.*
- **Volunteer Chairperson** - *Purpose: To establish and monitor a volunteer management system (recruit, screen, orient, place, train, supervise and evaluate) that will ensure a sufficient number of volunteers for staffing all committees, management teams and coaching needs of the county in a safe and healthy environment while minimizing risks to athletes, family members and other volunteers.*

## **Local Volunteer Coaching Positions:**

- **Coaching for Equestrian Tournament**
- **Coaching Fall Sports:** Bocce, Golf, Roller Skating, Soccer Skills/Team & Tennis
- **Coaching Winter Sports:** Skiing
- **Coaching Spring/Summer Sports:** Aquatics, Athletics (Track & Field), Bowling, Cycling, Gymnastics, Power Lifting, Softball Skills/Team & Volleyball

All Sports will act on the same tentative timeline every year for competition. See Page 14 for State requirements and deadlines to attend a State Level Competition.

### **Coach's Oath**

"In the name of all coaches and in the spirit of sportsmanship, I promise that we will act professionally, respect others, and ensure a positive experience for all. I promise to provide quality sports and training opportunities in a safe environment for all athletes."

## **Class "A" Special Olympics Volunteer**

Volunteers who are or may be in casual , limited or regular close physical contact with athletes such as coaches, officials, committee members, chaperones , drivers and overnight hosts. As well as volunteers with fiscal authority. This would also include all local and subcommittee members, assistance coaches and volunteers who plan your local events, competitions and fund raisers. See page 13 for training required for Class A volunteers.

## **Class "B" Special Olympics Volunteer**

Volunteers who are single event and one-day volunteers. This would include your local spring games and those that may come out to help with other single day events such as fund raisers.

<u># of Weeks before Event</u>	<u>Approx. Time of Year</u>	<b>Equestrian Tournament</b>
9.5	Last week in July	Program begins season. All athletes, coaches, families, etc. are informed that not everyone is guaranteed to attend state-level event!
7.5		All Training Rosters, APFs, VSFs, UP forms must be submitted to state. Quota request form open to begin receiving requests
5.5		Deadline for program to make changes to rosters and submit final APFs, VSFs UP forms and quotas
5		Special Olympics of NC (State) confirms quota for each program
4.5		Special Olympics of NC (State) sends registration spreadsheet out
3.5		Registration for Event due to State
<b>EVENT!</b>	Last week in Aug	<b>Equestrian Championship</b>
<u># of Weeks before Event</u>	<u>Approx. Time of Year</u>	<b>Fall Tournament</b>
9.5	Last week in Aug	Program begins season. All athletes, coaches, families, etc. are informed that not everyone is guaranteed to attend state-level event!
7.5		All Training Rosters, APFs, VSFs, UP forms must be submitted to state. Quota request form open to begin receiving requests
5.5		Deadline for program to make changes to rosters and submit final APFs, VSFs UP forms and quotas
5		Special Olympics of NC (State) confirms quota for each program
4.5		Special Olympics of NC (State) sends registration spreadsheet out
3.5		Registration for Event due to State
<b>EVENT!</b>	First week in Nov	<b>Fall Tournament in Raleigh</b>
<u># of Weeks before Event</u>	<u>Approx. Time of Year</u>	<b>Winter Games</b>
12.5	2nd week in Oct	Program begins season. All athletes, coaches, families, etc. are informed that not everyone is guaranteed to attend state-level event!
10.5		All Training Rosters, APFs, VSFs, UP forms must be submitted to state. Quota request form open to begin receiving requests
8.5		Deadline for program to make changes to rosters and submit final APFs, VSFs UP forms and quotas
8		Special Olympics of NC (State) confirms quota for each program
7.5		Special Olympics of NC (State) sends registration spreadsheet out
6.5		Registration for Event due to State
<b>EVENT!</b>	First week in Jan	<b>Winter Games</b>
<u># of Weeks before Event</u>	<u>Approx. Time of Year</u>	<b>Summer Games</b>
9.5	Last week in Mar	Program begins season. All athletes, coaches, families, etc. are informed that not everyone is guaranteed to attend state-level event!
7.5		All Training Rosters, APFs, VSFs, UP forms must be submitted to state. Quota request form open to begin receiving requests
5.5		Deadline for program to make changes to rosters and submit final APFs, VSFs UP forms and quotas
5		Special Olympics of NC (State) confirms quota for each program
4.5		Special Olympics of NC (State) sends registration spreadsheet out
3.5		Registration for Event due to State
<b>EVENT!</b>	1st week in June	<b>Summer Games</b>



# Volunteer Form

Please select any and all areas in which you hope to volunteer.

Base Camp Ambassadors \_\_\_\_\_ Counselors In Training \_\_\_\_\_ Homeschool Program \_\_\_\_\_  
Individuals or Civic Groups \_\_\_\_\_ Event Specific Event: \_\_\_\_\_  
Special Olympics: Committee Member \_\_\_\_\_ Coach \_\_\_\_\_ Class "A" \_\_\_\_\_ Class "B" \_\_\_\_\_

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## Application

Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Days and Times available: \_\_\_\_\_

\_\_\_\_\_

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

Signature of Parent/Guardian if minor: \_\_\_\_\_

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**Waynesville Parks & Recreation Department**

550 Vance Street, Waynesville NC, 28786 (828) 456-2030 waynesvillenc.gov