



Volunteer Information Sheet

The Enrichment Academy volunteers offer lifestyle services to participants. Your interest to commit your time, talents, skills and energy to others enhances their quality of life.

Applicant Information (Print Clearly)

Full Legal Name: _____ Date: _____

Address: _____ Resident ID: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Contact in Case of Emergency

Name: _____

Phone: _____ Alternate Phone: _____

Relationship to you: _____

What type of volunteer work do you prefer?

Customer Service Desk _____ Filing _____ Mailings _____ Data Input _____ Special Events _____

When are you available to assist our office/participants (please note your preferred date(s) and time(s))?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM						
PM						

Please list the total number of hours per week you can volunteer: _____

Seasonal Resident: _____ Months available to volunteer: _____





Volunteer Services:

I understand I am offering my services to The Enrichment Academy without compensation. I certify all information given on this application is true and complete, and that I have a valid Resident ID. I understand any misrepresentation, omission, or incorrect statement of fact given by me in this application is cause for my immediate dismissal as a volunteer. I agree, if I am a volunteer, to abide by all The Villages Community Development Districts policies and guidelines, either published or in effect by usage and by all federal, state, and local laws and regulations. I hereby agree to hold harmless and indemnify The Enrichment Academy, The Villages Community Development, The Villages, from and against any injury to my person or property that may arise from my serving as a volunteer. It is not the intent of the VCDD or The Enrichment Academy to create an employment relationship with the volunteer, nor may the volunteer hold himself/herself out to be the agent or employee of the VCDD or The Enrichment Academy.

Background Checks:

Due to the role and function of some volunteer related services, The Enrichment Academy reserves the right to do background checks on volunteers. The division will utilize the website <http://offender.fdle.state.fl.us> for this service. The Enrichment Academy volunteers must have a valid Resident ID to be considered for volunteering.

The Americans with Disabilities Act:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), The Villages Community Development Districts (VCDD) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA does not require the VCDD to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

THE INFORMATION ON THIS APPLICATION BECOMES PUBLIC RECORD UPON RECEIPT:

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability, unless exemptable status.

Print Name: _____

Signature: _____

Resident ID #: _____ Date: _____

This section is to be completed by the Staff and submitted to the Manager for Approval

Date Received: _____ Interviewed By: _____ Date: _____

Orientation Date: _____ Start Date: _____ Location: _____

Notes: _____





The Enrichment Academy

Our Purpose

“To provide and preserve community enrichment and the active lifestyle in The Villages® community, Florida’s Friendliest Hometown®.”

Our Vision

“To create a dynamic personal enrichment culture that meets individual participants’ needs, while being a cornerstone for learning.”

Our Mission

“Committed in helping stimulate and empower participants to learn new skills and become fulfilled in learning through knowledge, mastery, and growth.”

The Enrichment Academy Volunteer

Purpose - To provide a service willingly and without pay that fulfills a social, recreational, educational, emotional or physical need to participants of The Enrichment Academy.

Expectations:

- Work closely with staff and instructors for projects and events.
- Accept direction and suggestions from staff, instructors and fellow volunteers.
- Respect the privacy of staff, instructors and participants by not discussing matters away from the office.
- Seek help from staff when additional information or instruction is needed.
- Share ideas and constructive comments with staff, instructors and fellow volunteers.
- Refer to staff for final solution of any problem that may arise.
- Provide help and assistance wherever needed in the office, with special events, or projects.
- Practice patience and kindness.
- Show a genuine interest in the participants.
- Abide by the policies and procedures of The Villages Community Development Districts and The Enrichment Academy guidelines.
- Communicate with The Enrichment Academy Manager/Supervisor concerning any issues related to Recreation Center operations.
- Demonstrate the ability to work well with people of diverse backgrounds.
- Show enthusiasm, dedication, a sense of humor and drive to succeed.
- Demonstrate outstanding interpersonal, organizational, and communication skills.
- Maintain a warm, helpful, and friendly attitude.
- Be flexible and responsive to change.
- Wear appropriate attire and ID while in the building or at special events.
- Be proactive and notify The Enrichment Academy Manager/Supervisor when normal scheduled volunteer time cannot be met.





Recreation Code of Conduct

When the Recreation Department undertakes programs and activities, we have certain expectations at our recreation facilities and use of those facilities. We require that, since you have applied to volunteer at the facilities, you agree to the department rules and regulations that govern same. In addition we request that you will address any/all issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues.

1. The use of obscenity, profanity or vulgarity in any conversations involving participants or department staff will not be tolerated.
2. It is everyone’s responsibility to maintain a safe, pleasant and comfortable classroom atmosphere.
3. Every individual who participates in this program has the right to be treated with respect. The Golden Rule “Do unto others as you would have them do unto you” prevails.

Our Core Values

We believe the following values are critical to our success. We strive to promote these values and demonstrate our commitment to them with our words and actions daily.

Hospitality - “The taste of the roast is determined by the handshake of the host.” (Benjamin Franklin)
We believe in creating an atmosphere in every arena which is: of high quality, friendly, warm, comfortable, clean, honest, welcoming and like home.

Innovation & Creativity - We provide opportunities for learning and newness. Residents, employees, and all helpers are encouraged to grow and change. We embrace personal and professional progress. We believe in organizational innovation, risk taking, and “out of the box” thinking.

Stewardship - We believe each employee acts as a steward of our resources. Stewardship includes prudent decision making and accountability. We each embrace the full measure of both freedom and responsibility in the execution of our position. We choose to treat The Villages® and all its resources as “ours” to nourish and protect.

Hard Work - We are committed to excellence in all that we do. Our work ethic reflects a personal pride in our work and in our community. We believe in exceeding everyone’s expectations with our effort and our results. We enjoy the good feeling derived from completing a job well done.

Proprietary Activities at Recreation Centers

The sale of goods and/or services for profit in District facilities requires specific approval from the Director of Recreation. The Enrichment Academy Course Facilitators will need to submit all course fees and supply needs of participants for prior approval.

Acknowledgment

“I have read and I fully understand the The Enrichment Academy Code of Conduct, Core Values and Proprietary Activities as outlined above. I also understand that if, at any time, I have questions regarding same that I can contact any member of the Recreation Department for assistance.”

Print Name: _____

Signature: _____ Date: _____

For questions regarding the Volunteer Application and opportunities, or the Code of Conduct, please call The Enrichment Academy Office at 352-674-1800, or visit our website at www.DistrictGov.org.

