



## Pottawattamie Conservation Volunteer Application

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ SSN (required for background check): \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

List any special skills, training, interests or hobbies that you have that may be useful when volunteering:

\_\_\_\_\_

Educational background: High School Diploma/GED: ☐ Yes ☐ No

College: \_\_\_\_\_ Degree received: \_\_\_\_\_

Volunteer experience: \_\_\_\_\_

How often would you like to volunteer: ☐ Once a week ☐ Once a month ☐ As needed

Days available for volunteer work: ☐ Su ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa

Preferred hours you are available per day: \_\_\_\_\_

Date you would be available to begin work: \_\_\_\_\_

Work experience (Please begin with your most recent experience.):

EMPLOYER	ADDRESS	SUPERVISOR	POSITION/DUTIES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____



**Pottawattamie Conservation**

227 S. 6th St., Suite 204 | Council Bluffs, IA 51501

Arrowhead Park | Botna Bend Park | Hitchcock Nature Center | Narrows River Park | Old Town Park



How did you hear about us? \_\_\_\_\_

List two personal references other than family:

NAME	ADDRESS	PHONE	RELATIONSHIP
1.			
2.			

**In case of emergency, please contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_



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**Please indicate the types of volunteer activities that interest you:**

**Administration (Council Bluffs, IA)**

- ☐ Assist with various administrative and clerical duties - *Training provided*

**Arrowhead Park (Neola, IA):**

- ☐ Greet & assist visitors, answer phones, register campers, rent canoes/paddleboats, sell campfire wood
- ☐ Assist park ranger with park maintenance including cleaning, tree cutting, etc. - *May require training*
- ☐ Assist Environmental Education staff with school and public programming - *Training provided*
- ☐ Assist with various events for the public
- ☐ Serve as a Campground Host - *Training provided*
- ☐ Interested in a community or school group volunteer project

**Botna Bend Park (Hancock, IA)**

- ☐ Greet & assist visitors, answer phones, register campers and sell campfire wood
- ☐ Assist park ranger with park maintenance including cleaning, tree cutting, etc. - *May require training*
- ☐ Assist Environmental Education staff with school and public programming - *Training provided*
- ☐ Assist with various events for the public
- ☐ Serve as a Campground Host - *Training provided*
- ☐ Interested in a community or school group volunteer project

**Hitchcock Nature Center (Honey Creek, IA):**

- ☐ Greet & assist park visitors, manage gift shop purchases, maintain gallery area, answer phones
- ☐ Assist Natural Resources Specialist in maintaining trails and trail signage - *Training provided*
- ☐ Assist Environmental Education staff with school and public programming - *Training provided*
- ☐ Assist Natural Resource Specialist with large projects like invasive species removal - *Training provided*
- ☐ Assist Environmental Education staff with public event programming - *Training provided*
- ☐ Serve as a Campground Host - *Training provided*
- ☐ Assist with annual Hitchcock HawkWatch count in the fall - *Training provided*
- ☐ Assist with various events for the public
- ☐ Help staff with correspondence, mailings, filing and various office duties
- ☐ Interested in a community or school group volunteer project

**Narrows River Park (Council Bluffs, IA)**

- ☐ Assist park ranger with park maintenance including cleaning, tree cutting, etc. - *May require training*
- ☐ Assist Environmental Education staff with school and public programming - *Training provided*
- ☐ Assist with various events for the public
- ☐ Interested in a community or school group volunteer project
- ☐ Maintain native community garden - *May require training*

**Old Town Park (Macedonia, IA)**

- ☐ Assist park ranger with park maintenance including cleaning, tree cutting, etc. - *May require training*
- ☐ Assist with various events for the public
- ☐ Interested in a community or school group volunteer project



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## LIABILITY RELEASE AND WAIVER

I understand that my relationship with Pottawattamie Conservation or Pottawattamie County is that of a volunteer. I understand that there are certain risks associated with these volunteer activities such as insect bites, scratches, falls or other injuries and illnesses. I hereby waive, release and forever hold harmless Pottawattamie County, its officers, employees or agents from any and all claims arising from my or my minor children(s) volunteer activities with the Pottawattamie County Conservation department.

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

## BACKGROUND CHECK AND RELEASE

I, (Print name) \_\_\_\_\_ hereby authorize Pottawattamie Conservation to perform a criminal background check before I begin (or anytime during) my volunteer activities with the organization. I understand that the results of this background check may be used in determining my eligibility to participate as a volunteer for Pottawattamie Conservation.

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

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

## COURT-ORDERED COMMUNITY SERVICE

Volunteers performing court-ordered community service will be accepted on a case-by-case basis.

Are these service hours court-ordered? ☐ Yes ☐ No

If yes, why? \_\_\_\_\_

Pottawattamie County Conservation is **NOT RESPONSIBLE** for any injury, including, without limitation, physical, mental, or economic injury suffered by any person engaged in volunteer service to Pottawattamie Conservation, including, without limitation, injury caused by the negligence of Pottawattamie Conservation or any of its employees, agents, or volunteers.

### Please return this application to:

Pottawattamie Conservation  
Attention: Volunteer & Facilities Coordinator  
227 South 6th Street, Suite 204  
Council Bluffs, IA 51501

Or email your completed application to Dana Kruse at [dana.kruse@pottcounty-ia.gov](mailto:dana.kruse@pottcounty-ia.gov)



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