



Pottawattamie County Conservation Board
223 South 6th Street, Council Bluffs, IA 51501

Phone: 712-328-5638
www.pottcoconservation.com

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 On an as needed basis

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: (earliest date) _____ to (latest date) _____

Work experience (most recent first):

EMPLOYER	ADDRESS	SUPERVISOR	POSITION/DUTIES
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1. _____

2. _____

3. _____

How did you hear about the PCCB Volunteer Program: _____

List two personal references other than family:

NAME	ADDRESS	PHONE	RELATIONSHIP
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1. _____

2. _____

In case of emergency, please contact:

Name _____ Phone: _____

Relationship to Volunteer: _____

LIABILITY RELEASE AND WAIVER

I understand that my relationship with the Pottawattamie County 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 County Conservation to perform a criminal background check before I begin (or anytime during) my volunteer activities with the Pottawattamie County Conservation. I understand that the results of this background check may be used in determining my eligibility to participate as a volunteer for the Pottawattamie County Conservation.

Signature: _____ Date: _____

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 County Conservation, including, without limitation, injury caused by the negligence of Pottawattamie County Conservation or any of its employees, agents, or volunteers.

Please return this application to:

Pottawattamie County Conservation
Attention: Community Relations Coordinator
223 South 6th Street
Council Bluffs, IA 51503

Please indicate the types of volunteer work which interest you:

Arrowhead Park (Neola, IA):

- Greet and assist visitors, answer phones, register campers, rent canoes and paddleboats and sell campfire wood
- Assist park ranger in maintaining park including cleaning, tree cutting and other maintenance issues. May require specialized training
- Assist with annual Fishing Derby event in June
- Assist with annual Chili Feed event in October
- Assist with special events, such as parades, "Movie Nights" at the campground, etc.
- Serve as a Campground Host. Requires specialized training
- Interested in community or school group volunteer project

Botna Bend Park (Hancock, IA)

- Greet and assist visitors, answer phones, register campers and sell campfire wood
- Assist park ranger in maintaining park including cleaning, tree cutting and other maintenance issues. May require specialized training
- Assist with annual Maple Tree Tapping event in the late winter
- Assist with annual Pancake Feed in August
- Assist with special events, such as parades, "Movie Nights" at the campground and crafts for junior campers
- Serve as a Campground Host. Requires specialized training
- Interested in community or school group volunteer project

Hitchcock Nature Center (Honey Creek, IA):

- Welcome Desk/Visitor Services Assistant: Assist visitors by providing information on trail maps, programs or gift shop purchases and answer phones in reception area of the Loess Hills Lodge
- Assist Natural Resources Specialist in maintaining trails, trail signs and tree cutting. Requires specialized training
- Assist Environmental Education staff with school and public programming. Requires specialized training
- Assist Natural Resource Specialist in large projects such as invasive species removal, tree removal or tree plantings. Requires specialized training
- Assist Environmental Education staff with public event programming, such as Monarch Tagging and Enchanted Forest. Requires specialized training
- Serve as a Campground Host. Requires specialized training
- Assist with annual Hitchcock HawkWatch count in the fall. Requires specialized training
- Assist with special events, such as conferences and workshops
- Help staff with correspondence, mailings, filing and various office duties
- Interested in community or school group volunteer project

Narrows River Park (Council Bluffs, IA)

- Greet and assist visitors, answer phones
- Assist park ranger in maintaining park including cleaning, tree cutting and other maintenance issues. May require specialized training
- Assist with special events, such as conferences and workshops
- Interested in community or school group volunteer project