



Sonoma Coast State Beach Volunteer Program

- Title:** Jenner Visitor Center Volunteer
- Purpose:** To promote and interpret the natural and cultural history of Sonoma Coast State Beach and Jenner to the visiting public.
- Duties:** Assist park visitors in understanding and appreciating the units of Sonoma Coast State Beach. Open and close the visitor center, account for revenue, maintain inventory and complete deposit sheets as per Stewards of the Coast and Redwoods procedures.
- Skills/
Qualifications:** This position requires good communication skills and a willingness to work with people and learn and share information on the natural and cultural history of the Sonoma Coast.
- Reports to:** Jenner Visitor Center Coordinator/ designee
- Time:** 4 hours per month
- Training:** A formal training course of 6 hours is required to become a Visitor Center Volunteer.
- Benefits:** Learn about the natural, cultural, and historical resources of the area, meet new and interesting people from all over the world while enriching and enhancing the experience of park visitor. Eligible for a District or a Statewide Volunteer in Parks Day Use Pass.



VOLUNTEER SERVICE AGREEMENT

A copy of the volunteer duty statement must be attached.

NAME (First, MI, Last)	HOME PHONE NO.	ALTERNATE PHONE NO.
HOME ADDRESS	CITY/STATE/ZIP CODE	EMAIL ADDRESS

CHECK ONE
 I am 18 years of age or older. I am under 18 year of age (*Attach a signed Parental/Guardian Permission Form, DPR 208C.*)

SERVICE AGREEMENT

I agree to comply with all Department policies, regulations, directives and instructions, and to conduct myself in a professional manner, consistent with the same standards as established for Department employees.

I understand that I will not be compensated for any work performed as a State Parks Volunteer, other than for reimbursement of necessary and allowable expenses when authorized in my duty statement and in accordance with State rules. [Reimbursement requires that I complete an Oath of Allegiance (STD. 689).]

I understand that any injuries I sustain in the course and scope of performing authorized volunteer services under this agreement shall be included within the scope of workers' compensation coverage maintained by the Department, to the same extent as injuries sustained by a Department employee. I also understand that the Department may, at its discretion, assume liability for tort claims against me arising from my acts or omissions occurring within the course and scope of my authorized volunteer service.

I understand and agree that all rights, title and interest, including copyright, in and to any materials created by me as a volunteer during the term of this agreement shall belong to the Department upon creation and shall continue in the Department's exclusive ownership upon termination of this agreement. Such materials shall be a work for hire within the meaning of the Copyright Act of 1976, as amended. If and to the extent that any portion of the materials created by me pursuant to this agreement are determined not to be a work for hire, I assign to the Department all rights, title and interest in such portion of the materials, including all related copyrights and other proprietary rights. I agree that the provisions of this paragraph shall be effective unless otherwise agreed to in writing. I agree to cooperate with the Department and to execute any document reasonably necessary to give these provisions full force and effect, even if this agreement has been terminated.

I understand that this agreement remains in effect only so long as is mutually agreeable to both the Department and me, and that either I or the Department may terminate this agreement at any time, with or without cause, and with or without advance notice.

DISTRICT/DIVISION WHERE VOLUNTEER ASSIGNED	WORK LOCATION/PARK UNIT(S)	DATE VOLUNTEER TO BEGIN WORK
Russian River Sector	Sonoma Coast - Visitor Center	

VOLUNTEER APPROVAL: <i>I hereby volunteer my services as a State Parks Volunteer for the job duties attached.</i>		DEPARTMENT APPROVAL (<i>contingent on approval of appropriate forms</i>)	
VOLUNTEER SIGNATURE	DATE	DEPARTMENT REPRESENTATIVE SIGNATURE	DATE
▶		▶	

EMERGENCY NOTIFICATION

First

NAME	RELATIONSHIP	HOME PHONE NO.	ALTERNATE PHONE NO.
STREET ADDRESS		CITY/STATE/ZIP CODE	

Second

NAME	RELATIONSHIP	HOME PHONE NO.	ALTERNATE PHONE NO.
STREET ADDRESS		CITY/STATE/ZIP CODE	

DATE VOLUNTEER SEPARATED	<input type="checkbox"/> Review prior to reinstatement. <input type="checkbox"/> Volunteer in good standing.	DEPARTMENT REPRESENTATIVE SIGNATURE
		▶

PERIODIC EVALUATION SUMMARY

SUMMARY/COMMENTS

VOLUNTEER SIGNATURE

DEPARTMENT REPRESENTATIVE SIGNATURE

DATE

SUMMARY/COMMENTS

VOLUNTEER SIGNATURE

DEPARTMENT REPRESENTATIVE SIGNATURE

DATE

SUMMARY/COMMENTS

VOLUNTEER SIGNATURE

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DATE

SUMMARY/COMMENTS

VOLUNTEER SIGNATURE

DEPARTMENT REPRESENTATIVE SIGNATURE

DATE

SUMMARY/COMMENTS

VOLUNTEER SIGNATURE

DEPARTMENT REPRESENTATIVE SIGNATURE

DATE

DATE VISUAL MEDIA CREATED

VISUAL MEDIA CONSENT

NAME OF PERSON CAPTURED IN VISUAL MEDIA <i>(print)</i>

PRIVACY RIGHTS AND USE OF INFORMATION

I give the State of California, Department of Parks and Recreation (DPR) permission to make photographs, videotapes, films or other likenesses of me, my child or legal ward. I hereby grant to DPR the unrestricted right to copyright any of the above-mentioned materials containing images of me, as well as the unrestricted right to use and reuse them, with their caption information, in whole or in part, in any manner, for any purpose and in any medium now known or hereinafter invented. These rights include, but are not limited to, the right to publish, copy, distribute, alter, license and publicly display these materials and images for editorial, trade, marketing and/or advertising purposes. I also grant to DPR and its licensees the unrestricted right to use and disclose my name in connection with use of the above materials.

I understand and agree that I will not be paid for any use described above.

I also waive, and release and discharge the State of California, DPR, its officers, employees and/or agents from, any and all claims arising out of or in connection with any use of the materials, caption information and images described above, including any and all claims for libel, defamation and/or invasion of privacy or publicity. I realize I cannot withdraw my consent after I sign this form and I realize this form is binding on me and my heirs, legal representatives and assigns.

SIGNATURE ▶	PHONE NUMBER ()
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ADDRESS	CITY/STATE/ZIP CODE
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IF THE ABOVE PERSON IS UNDER 18 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST COMPLETE THE FOLLOWING:

I am the parent or legal guardian of the person named above and I hereby sign this consent form on behalf such person in accordance with the statements above.

PARENT OR LEGAL GUARDIAN SIGNATURE ▶	PRINTED NAME	PHONE NUMBER ()
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ADDRESS	CITY/STATE/ZIP CODE
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FOR DEPARTMENT USE ONLY

IMAGE NUMBERS

PURPOSE

This form is designed to protect the Intellectual Property Rights of the California Department of Parks and Recreation. It is also designed to protect the Department and avoid the violation of any privacy rights regarding display or use of visual media (i.e. still photography, video footage, etc.) featuring members of the public. Multiple copies of this form must be carried in the field whenever the creation of visual media may capture members of the public when said visual media displays members of the public in a recognizable way.

COMPLETION INSTRUCTIONS

General Instructions

Individuals captured in various visual media by California Department of Parks and Recreation employees must complete this form. This form must be completed while the employees are in the process of capturing visual media.

- ALL people captured in a particular shot must fill out a separate copy of the form.
- ONE person CANNOT sign for a particular group; however, multiple children can be included on one form if they share the same parent and/or legal guardian.
- A parent's or legal guardian's signature on a minor's form DOES NOT count as consent for use of the parent's/legal guardian's image as well.
- BE SURE that the form is properly completed before moving on to another shot.

Item Instructions

DATE VISUAL MEDIA CREATED: Enter the date the visual media is created (i.e., date photograph taken, date video footage filmed, etc.).

NAME OF PERSON CAPTURED IN VISUAL MEDIA: Have the person appearing in the visual media print his/her full name.

SIGNATURE / PHONE NUMBER / ADDRESS: Have the person appearing in the visual media enter his/her signature, telephone number and current address.

IF THE ABOVE PERSON IS UNDER 18 YEARS OF AGE: *If the person appearing in the image is under the age of 18, his/her parent or legal guardian MUST complete this bottom section. The parent or legal guardian must enter ALL requested information for the form to be valid.* If the form is not valid, the image is unusable.

PARENT OR LEGAL GUARDIAN SIGNATURE / PRINTED NAME / PHONE NUMBER / ADDRESS: Have the parent or legal guardian enter his/her signature, printed name, telephone number and current address.

APPLICANT INFORMATION			
LAST NAME	FIRST NAME	SOCIAL SECURITY NUMBER	GENDER
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE	EVENING TELEPHONE		
CLASSIFICATION	HIRING DEPARTMENT		
Sonoma Coast Visitor Center	Parks and Recreation/North Bay District/Russian River Sector		

CONTACT INFORMATION	
NAME	TITLE
Melanie Lathen	District Personnel
LOCATION	TELEPHONE
<input type="text"/> Russian River Sector, PO Box 123, Duncans Mills, CA 95430	(707) 865-3128

LIST OF ESSENTIAL FUNCTIONS

Enter list of essential functions of the job from current duty statement here or attach duty statement:

See Duty Statement

ACKNOWLEDGEMENT

I certify that the duties listed above represent the essential functions of the job and classification listed above

SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
	<input checked="" type="checkbox"/>	
PERSONNEL OFFICER'S NAME	PERSONNEL OFFICER'S SIGNATURE	DATE
	<input checked="" type="checkbox"/>	

APPLICANT INFORMATION

I certify that I have read the essential functions of the job listed on page 1 and considering my current health status (please check on of the boxes below):

- I am able to perform all of the essential functions of the job without a need for reasonable accommodation.
- I am able to perform all the essential functions of the job, but will require reasonable accommodation (please describe your requested accommodation in the Reasonable Accommodation section below).
- I unable to perform one or more of the essential functions of the job, even with reasonable accommodation.
- I am not sure if I am able to perform one of more of the essential functions of the job I have identified the functional limitations that I believe may limit my ability to perform the essential functions of the hob in the Request For Essential Functions Evaluation section below.

REASONABLE ACCOMMODATION (If necessary, you may attach additional pages)

For each essential function of the job for which you require reasonable accommodation, please describe the reasonable accommodation you are requesting:
