

Volunteer & Internship Opportunities



Location

Various City Departments & Locations
within Fernandina Beach, FL

Job Type

Volunteer (18+ yrs)
Student Volunteer (15-18yrs)
Interns (15+)
(High School Freshmen must be 15yrs by end of school year)

Closing

Continuous

Salary/Benefit

Volunteer Hours (not court-ordered)
Internship Requirements
Official City Volunteer Attire
Community Pride!

POSITION SUMMARY

Make a direct impact in your community! These positions provide much needed support to various City Departments and Locations. Volunteers and interns will work closely with the Department Leadership Teams and may participate in special projects and events.

ESSENTIAL FUNCTIONS

May work set schedules and/or specific days/times. Participates in the organization and coordination of Department events, programs, and projects.

VOLUNTEER & INTERNSHIP OPPORTUNITIES:

Bright Futures / Student Volunteer Hours

- We can help you earn hours for graduation!
- Please see volunteer opportunities below for general student volunteer hours.

Scout Projects

- Let us help you earn your badges and awards!
- Have a project idea? **Please submit your idea to the Parks & Recreation Director at cvorrasi@fbfl.org.**

Internships (Unpaid)

- We welcome individuals looking to learn about how the City operates by assisting various departments. Interns will work closely with teams to conduct research, capture data, attend meetings, and complete related tasks. **Interns must be at least 16 years of age. Internship requests are evaluated through an interview process.**
- **Please submit your request to the Parks & Recreation Director at cvorrasi@fbfl.org.**

Amelia Island Lighthouse Volunteer

- Assists with opening the lighthouse grounds for public viewing and access.

Bosque Bello Cemetery Volunteer

- Assists with the care and maintenance of the cemetery. Free Cemetery Resource Protection Training (CRPT) provided, if desired.

Please turn over →

Golf Course Volunteer

- Golf Course volunteers may serve as golf ambassadors, driving range attendants, cart attendants, starter assistants, bag drop attendants, and maintenance assistants. The golf course is open nights, weekends and holidays year-round; these days and times will be scheduled as part of a normal volunteer shift.
- Golf Course volunteers should be individuals that enjoy being outdoors and working with others who have similar interests. **Volunteers must be at least 16 years of age and have a valid driver's license.**

Parks & Beaches Volunteer (Includes Egans Creek Greenway)

- Assists staff with general maintenance of outdoor facilities and parks to include invasive plant removal, new plantings, plant maintenance, trash removal, and other general maintenance tasks. Locations include athletic ball fields, parks, and beach accesses.

Program Volunteer

- Assists children and families with craft projects, general recreation programs and activities as well as other instructional classes.

Recreation Center Docent

- Welcome guests and provide information to enhance the visitor experience.
- Assists front desk staff in answering questions, giving tours, and providing support.
- Participates in functions at the center, or various locations for programs.
- Provides information on membership prices and options, if applicable
- Answers phones and provides basic assistance.
- Assists with special events.

Special Event Volunteer

- A variety of jobs are needed to support our local large-scale events.

MINIMUM QUALIFICATIONS:

- Basic knowledge of City government and services.
- Ability to establish and maintain effective working relationships with City staff and the public.
- Ability to read, comprehend and interpret a wide variety of literature.

SPECIAL REQUIREMENTS:

- Completion of Volunteer/Intern Application & Background Release Form.
- Completion of Waiver of Liability.
- Successful Completion of Background Screening.
- Volunteer positions not suitable for court-ordered service requirements.

ENVIRONMENTAL FACTORS AND WORKING CONDITIONS:

- Work is performed in indoor and/or outdoor environments.



CITY OF FERNANDINA BEACH VOLUNTEER/INTERN APPLICATION & BACKGROUND RELEASE

Please complete the form and submit to the Parks & Recreation Director.

Email: cvorrasi@fbfl.org

Office Address: 2500 Atlantic Avenue, Fernandina Beach, FL 32034

INFORMATION FOR BACKGROUND RELEASE

LAST NAME FIRST NAME MIDDLE NAME

ADDRESS CITY STATE ZIP CODE

HOME PHONE CELL PHONE DOB MALE / FEMALE

EMAIL ADDRESS SOCIAL SECURITY NUMBER

As a condition of volunteering, I give permission for the City of Fernandina Beach to conduct a criminal history background check on me or my child. I hereby release and agree to hold harmless from liability the City of Fernandina Beach and its employees. I also understand that, regardless of previous appointments, City of Fernandina Beach is not obligated to appoint me or my child to a volunteer position.

SIGNATURE DATE

PRINT OR TYPE NAME

SIGNATURE OF PARENT OR GUARDIAN (UNDER THE AGE OF 18)

PRINT NAME OF PARENT OR GUARDIAN

DATE

Note: The City of Fernandina Beach will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation, or disability.

Which volunteer position(s) are you interested in?

Please indicate polo shirt size:
WOMEN'S SIZE: _____ MEN'S SIZE: _____

EMERGENCY CONTACT INFORMATION

NAME

RELATIONSHIP

PHONE NUMBER

**CITY OF FERNANDINA BEACH
VOLUNTEER/INTERN PROGRAM**



CONSENT AND RELEASE AND HOLD HARMLESS AGREEMENT

I, _____ do hereby consent to, understand, acknowledge and agree to assume all risks and hazards incidental to my volunteer/intern work as part of the City of Fernandina Beach Volunteer & Internship Program.

I do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Fernandina Beach, its mayor, commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of my volunteer/intern work as part of the City of Fernandina Beach Volunteer & Internship Program. **THIS RELEASE INCLUDES A RELEASE FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY AND ALL NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF THE CITY OF FERNANDINA BEACH, ITS MAYOR, COMMISSIONERS, EMPLOYEES, OFFICERS, VOLUNTEERS, REPRESENTATIVES, ATTORNEYS AND AGENTS.**

I further promise and agree to indemnify, defend and hold harmless the City of Fernandina Beach, its mayor, commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of my volunteer/intern work as part of the City of Fernandina Beach Volunteer & Internship Program. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of my volunteer work as part of the City of Fernandina Beach Volunteer & Internship Program.

THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL.

Signature

Date

Please Print Name: _____