

ENVIRONMENTAL DISCOVERY CENTER VOLUNTEER HANDBOOK



Ormond Beach
Environmental
Discovery Center
at Central Park

June 2016 Revision

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Welcome to the Environmental Discovery Center in Ormond Beach!

We are thrilled to invite you as part of the team. The Environmental Discovery Center (EDC) relies on its volunteers to ensure a successful operation. Volunteers perform vital work that supports our mission statement and our goals. The year-round programming and events could not be possible without our volunteers.

You will receive the necessary training and materials to adequately meet your responsibilities. We understand the importance of ongoing training and communication and strive to provide this to our volunteers throughout their time here. We like to maintain open communication in which we not only give feedback but also receive it. We hope you will feel comfortable to share your ideas and suggestions with us. In the event that a volunteer and the Environmental Discovery Center are not able to establish a mutually agreeable work relationship, the EDC reserves the right to dismiss any volunteer whose behavior or performance reflects poorly on the EDC.

As a volunteer with the EDC, you will have the opportunity to expand your knowledge and meet others with similar interests. Your work will be recognized in a number of ways but most enjoyably with an annual volunteer appreciation event. Most importantly, you get to interact with visitors of all ages and backgrounds and share with them the valuable work that the EDC is accomplishing.

This handbook is a great start to preparing you for your position with the EDC. It describes our mission statement and how you will be supporting that. It also provides an introduction to the EDC and the fundamental role that our volunteers play in its daily operations. It is just the first step into your development as a volunteer with the EDC.

Sincerely,

City of Ormond Beach Leisure Services

About the Environmental Discovery Center

The City of Ormond Beach Commission envisioned an Environmental Discovery Center for many years. The Volusia ECHO matching grant, procured in April 2014, along with the hard work of City staff, multiple advisory boards, past and present City Commissioners, volunteer committees, and many others behind the scenes collectively allowed it to become a reality. Funds from the Volusia ECHO grant, representing 50% of the estimated cost of \$800,000, permitted the construction to begin. Central Park was chosen for the location because of its diverse ecosystems and abundant plants and wildlife. Central Park consists of almost 150 acres, 5 interconnected lakes, and over 5 miles of trails. The EDC's location serves as the perfect central hub for hands-on programming that takes place throughout Central Park. The opening occurred on Saturday, May 21, 2016.

The Environmental Discovery Center's mission statement is to foster an awareness and appreciation of the natural environment by providing stimulating environmental education programs that inspire participants to be active stewards of their surrounding natural resources.

The Environmental Discovery Center's vision is to continually nurture a remarkable quality of life for our residents while building awareness of our natural world through fun and interesting activities. The overall programming plan for the EDC is to offer environmental education through children's classes, summer camp, family and community programs, exhibits, a speaker series, and special events. The EDC strives for immersive, hands-on learning with trails, native plant and wildlife identification, kayak, canoe and paddleboard tours, guided excursions, and much more.

We strive to build community support in order to be able to provide all of these activities. Community partnerships that offer volunteers, promotional backing, collaboration, event sponsorships, and/or exhibit sponsorships will help us to foster the pathway to success as well as allow us to continue to grow. The Environmental Discovery Center will be evolving in several phases after its opening. Some aspects we hope to add in the future are a butterfly and sensory garden, an outdoor classroom, a bridge connection to the nearby island, an elevated treetop learning structure, and much more.

Volunteering is Important to the EDC

Volunteers provide much needed support to the EDC. They not only provide the physical support of helping hands but also the creative support in contributing new ideas. Volunteers are also our best source of publicity. They share their work and news of the EDC with others in the community and help to make connections and partnerships for us.

No matter what capacity you volunteer in, you are an environmental steward to Central Park and Volusia County as a whole. You will lead by example and your passion and enthusiasm will serve to motivate others to become environmental stewards as well. Your experiences will lead to the education and inspiration of local residents and visitors alike. Volunteer support is critical in achieving our mission. In volunteering with us, you become a part of the team and provide services that might not otherwise be accomplished. Our volunteers are an invaluable piece of the puzzle in the EDC's advancement.

Responsibilities and Expectations

We expect volunteers to behave professionally and represent the EDC in a positive and friendly manner. Volunteers must understand the role of the EDC and do their best to uphold its mission. It is also important that volunteers keep accurate records of their time. As a volunteer, you have the responsibility to the following:

- Adhere to the City of Ormond Beach's Human Resources Volunteer Policy (see pages 4-8 for policies)
- Be reliable in fulfilling assignments
- Care for the EDC's resources and respect confidentiality
- Attend and participate in training and volunteer meetings
- Seek and accept guidance when you need it
- Provide adequate notice of an absence or inability to report to an assignment
- Be courteous to visitors, staff, and other volunteers
- Value and support other team members
- Work safely and smartly

Volunteer Policies

19.0 VOLUNTEERS

19.01 Policy and Purpose. This Section shall govern the City's utilization of volunteers. It is the policy of the City to provide for the use of volunteers, where appropriate; to provide a program for recruitment, screening, training, supervision, and use of volunteers; and to promote the volunteer services of the handicapped youth, minorities, support organizations, and other individuals for the purpose of assisting in various programs administered by the City.

19.02 Definitions. For the purpose of administering this Section the following words and terms shall have the meaning indicated:

A. "Authorized supervisor" means a City employee authorized to accept the services of volunteers.

B. "Occasional-service volunteer" means any person who offers to provide a one-time or occasional voluntary service.

C. "Regulatory responsibility" means a duty or responsibility, assigned to an individual by management, that involves direct responsibility either for determinations of whether or not a person is in compliance with City ordinances, permits or orders, or for determinations or recommendations as to whether any City permit or order should or should not be issued, modified, suspended, or revoked.

D. "Regular-service volunteer" means a volunteer engaged in specific voluntary service activities on an on-going or continuous basis.

E. "Volunteer" means any person (as defined under Section 1.01, Florida Statutes, as amended from time to time) who, of their own free will, provides goods or services to the City, with no monetary or material compensation; provided, however, that no City Employee may volunteer to perform the Employee's normal duties. City Employees who perform volunteer duties must have prior written approval from the Human Resources Director.

19.03 Recruitment, Screening, Training, Supervision, and Responsibility of Volunteers.

A. Volunteer recruiting shall be the responsibility of the Human Resources Department. Advertisements used to recruit volunteers shall clearly state that volunteer services are being sought by the City to perform a particular activity or activities, as provided in a job description for each volunteer position. The job description shall be prepared in summary on the Volunteer Services Agreement.

B. Applicants willing to provide volunteer services shall be accepted or rejected based on the findings of a screening process conducted by the Human Resources Department. Screening criteria will be determined by the Human Resources Department on a job specific basis and shall be limited to those matters which determine a volunteer's ability and availability to perform the services for which they have applied.

C. Volunteers may be used only for assignments related to their background and training.

D. Authorized supervisors may institute appropriate training programs for volunteers where such training would assist the volunteers in carrying out assigned duties.

E. Volunteers shall not be assigned any tasks, duties, or responsibilities for which they have not been properly trained.

F. Volunteers shall work under the supervision of City employees.

G. Volunteers shall not be assigned any regulatory responsibilities.

19.04 Volunteer Services Agreements.

A. An agreement for volunteer services between the volunteer and the City shall be completed by the volunteer and the head of the department or division using the services of the volunteer. A copy of the services agreement shall be maintained by the City during the volunteer's period of service. Volunteers shall be advised that during the period of service they are not considered employees of the City. Each City department or division may use a separate service agreement developed to meet the special needs and procedures in securing volunteers for that department or division. A service agreement may include a single agreement with support organizations that will cover all individual volunteers providing services by way of the organization. Such agreements shall contain, at a minimum, an acknowledgement by the person(s) that services will be provided to the City on a voluntary basis, the dates and hours the person(s) are available for voluntary service, and a brief description of the volunteer's duties.

B. Volunteers under the age of 18 must provide a signed parental permission slip. All volunteer service work performed by persons under the age of 18 must comply with all Federal and State Child Labor Laws in regard to hours of service and safety requirements.

C. Volunteers shall be made aware of the City's standards of conduct.

19.05 Administrative Requirements.

A. Recording and Reporting Volunteer Service Hours. Each department or division shall maintain volunteer service time logs. A summary total of these hours shall be submitted to the Human Resources Department at the end of each fiscal year for inclusion in an annual report to the City Commission.

B. Volunteer Files. Each department or division shall be responsible for maintaining volunteer files for each volunteer which shall contain all records related to the volunteer's period of service.

19.06 Standards of Conduct for Volunteers.

A. Volunteers shall be expected to comply with City standards of conduct, and other applicable rules, policies, and practices.

B. Except as provided in 19.06C below, volunteers shall comply with the State of Florida Code of Ethics for public officers and employees, Chapter 112, Part III, Florida Statutes, as amended from time to time.

C. The provisions of Chapter 112, Florida Statutes, as amended from time to time, relating to Employee relationships with entities which are doing business with or are subject to regulation by the City shall not apply to a volunteer who only serves on an advisory body as defined in Section 112.312(1), Florida Statutes, as amended from time to time.

19.07 Termination of Volunteer Service.

A volunteer's services may be terminated at the discretion of the City.

19.08 Volunteer Benefits.

1. Volunteers shall be entitled to payment for travel and per diem as provided for City employees pursuant to Section 17.0 of this Policy.
2. Volunteers shall be covered by City liability protection in accordance with the definition of "volunteer" and the provisions of Section 768.28, Florida Statutes, as amended from time to time.
3. Volunteers shall be covered by workers' compensation in accordance with Chapter 440, Florida Statutes, as amended from time to time.
4. Volunteers shall be afforded the use of City equipment, and vehicles to conduct their volunteer services on behalf of the City upon approval by the head of the department or division using the services of the volunteer.

20.0 EFFECTIVE DATE.

This Human Resources Policy will become effective upon its adoption by Resolution of the City Commission.

21.0 AMENDMENT.

This Policy may be amended by Resolution adopted by the City Commission, after review and recommendation by the Human Resources Board.

Child Labor Laws

The State of Florida and the Federal Fair Labor Standards Act (FLSA) Protecting the Health, Education and Welfare of Minors in the Workplace

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA)
The stricter provisions must be observed and are denoted by bold lettering. *The federal law in italics.*

	Minors 16 & 17	Minors 14 & 15 – Under 14 years old MAY NOT WORK
SCHOOL ATTENDANCE	Florida: May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below. <i>FLSA: No limitations.</i>	Florida & <i>FLSA</i> : May not work during school hours (some exceptions apply)
PERMITS TO WORK	Florida & <i>FLSA</i> : Not required, except the <i>FLSA</i> requires the employer to maintain date of birth information for all employees under 19 years old.	
HOURS OF WORK, WHEN SCHOOL IS IN SESSION	Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions. <i>FLSA: No limitations.</i>	Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on nonschool days, when school days do not follow, until 9 p.m. <i>FLSA: Daily maximum of 3 hours on school days, 8 hours nonschool days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal laws allows this age group to work up to 8 hours on Saturday, Sunday and nonschool days, when school days do not follow, until 7 p.m.</i>
HOURS OF WORK, WHEN SCHOOL IS NOT IN SESSION (summer vacation; winter, spring breaks)	Florida: No limitations. <i>FLSA: No limitations.</i> Note: Hazardous occupations still apply for minors.	Florida: May work up to 8 hours per day and up to 40 hours per week; may not work before 7 a.m. or after 9 p.m. <i>FLSA: May work up to 8 hours per day and up to 40 hours per week. Work must be performed between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.</i>
DAYS PER WEEK	Florida: No more than 6 consecutive days in any one week. <i>FLSA: No limitations.</i>	
BREAKS	Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. <i>FLSA: No limitations.</i>	
AGRICULTURE	Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other work. <i>FLSA: No limitations.</i>	
<i>FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the federal minimum wage provisions.)</i>		
RESTRICTED OCCUPATIONS The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an ** annotating Florida law "only."		

<p>Minors under the age of 18 may not work in below occupations:</p> <ul style="list-style-type: none"> • Working in or around explosives or radioactive substances • Operating motor vehicles • Logging or sawmilling • Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing, or rendering • Working on any scaffolding, roofs or ladders above 6 feet; roofing • Wrecking, demolition or excavation • Mining occupations • Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines • Manufacturing brick and tile products • Operating circular saws, band saws, & guillotine shears ** Working with compressed gases exceeding 40 p.s.i. ** Working in or around toxic substances, corrosives or pesticides ** Firefighting ** Working with electrical apparatus or wiring ** Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, and harvesting, planting, or plowing machinery or any moving machinery 	<p>Minors 14 and 15 may not work in these occupations:</p> <ul style="list-style-type: none"> • Operating any power-driven machinery other than office machines, including all power mowers and cutters • Maintaining or repairing an establishment, machines, or equipment • Working in freezers or meat coolers • Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers • Operating motor vehicles • Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed • Cooking (some exceptions apply) & baking • Working in occupations in Transportation, Warehouse and Storage, Communications, and Construction (except clerical); boiler or engine rooms • Loading and unloading trucks • Working in public messenger services ** Handling certain dangerous animals ** Conducting door-to-door sales of products as employment (some exceptions) ** Spray painting
EXEMPTIONS	
<p>Hour Restrictions- (from hour restrictions only; hazard restrictions still apply until 18 yrs.)</p> <ul style="list-style-type: none"> • Minors who hold waivers from a public school or Child Labor Compliance • Minors who are or have been married • Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma • Minors who have served in the U.S. Armed Forces • Minors who are enrolled in high school work programs 	<p>Age Restrictions- (from age requirements; hazard restrictions still apply)</p> <ul style="list-style-type: none"> • Minors who work for their parents in occupations not declared hazardous • Pages in the Florida legislature • Newspaper delivery (10 years old) • Minors in the entertainment industry registered with Child Labor Compliance <p>A court may authorize an exemption from age and hour restrictions.</p>
<p>PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If the minor is attending a K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Child Labor Compliance. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors.</p> <p>PENALTIES Florida: Employment of minors in violation of Florida Child Labor law may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor/per violation.</p> <p>WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provision of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law.</p> <p>POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, this poster notifying minors of the Child Labor laws.</p> <p>For information on Florida laws contact: Florida Department of Business and Professional Regulation • Child Labor Program 1940 North Monroe Street • Tallahassee, FL 32399-1044 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com For information on federal laws contact: U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; Toll-Free 1.866.487.9243; www.dol.gov/elaws/flsa.htm</p> <p>Florida Department of Business and Professional Regulation and the United States Department of Labor "Working Together for Florida's Workforce"</p>	

Getting Started

The first step to becoming an EDC volunteer is to complete a City of Ormond Beach [volunteer application](http://www.ormondbeach.org). This is located on the City's website at www.ormondbeach.org. The application will be reviewed by the Human Resources department and all potential volunteers must pass a background check before they can be accepted. Once the application is approved, the Leisure Services department will contact you for an interview. This will be a chance for you to express your interests and your availability and allow us to select a position that best suits those factors. In addition, you will be asked to complete a liability release. The EDC protects itself legally from accidents or other incidents.

EDC Volunteer Dress Code

Shirt & Name Tag

An EDC volunteer shirt and name tag will be provided. These should be worn whenever performing volunteer duties for the EDC including opportunities to represent the EDC to the public (i.e. outreach, fundraising, attending other special events as EDC representatives). The shirt should be kept clean and in good condition. No alterations should be made. The name tag should be worn in the upper right of the shirt.

Pants and/or Shorts

Pants should be clean and in good repair. Color should be solid with no patterns. Khaki and cargo pants are both acceptable. Shorts and skirts may also be worn and should abide by the same standards as pants and should be of an appropriate length.

Shoes

Shoes should be closed toed, in good condition, and have a good tread on the bottom. Boots, sneakers, and/or flats are acceptable. Sandals and/or flip flops are not permitted. Color should be solid with no patterns.

Hats

Hats are permitted for outdoor activities. Hats should be clean and in good condition. Color should be solid with no patterns.

Volunteer Opportunities

Here are just some of the opportunities available to you as a volunteer at the EDC. If you believe there is another area (not already included in the list below) of which you can help, please let us know. We are open to ideas and suggestions.

Community Program Leader

Community programs are open to the public and can see groups of all ages and abilities. Volunteers conduct the necessary research in order to be prepared for the program. Delivering educational programs involves both the set-up and clean-up of program supplies. This position requires the ability to work independently. Environmental education experience preferred.

Field Trip Leader

These programs include school field trips, boy/girl scouts, youth service groups, etc. These programs will be given as requested. Volunteers conduct the necessary research in order to be prepared for the program. Delivering educational programs involves both the set-up and clean-up of program supplies. This position requires the ability to work independently. Environmental education experience preferred.

Exhibit Docent/Greeter

Duties include monitoring displays and the classroom for cleanliness and good repair, welcoming visitors and engaging them in conversation about displays, answering questions, and assisting with school groups by explaining displays to students. Good communication skills needed.

Special Events

Special events occur about 4 times per year. Volunteers assist with set-up, break-down, greeting visitors, leading stations, and other areas. Special events will include Earth Day, Arbor Day, Biodiversity Day, etc.

Outreach

Volunteers will seek out and attend outreach events as Environmental Discovery Center representatives. All outreach materials will be provided. Volunteers would work half-day shifts in teams of 2-4. Many of these events would occur over weekends. This position requires the ability to work independently.

Fundraising

Helping to identify and establish community partnerships and sponsorships (for displays, programs, or events). Good communication skills needed.

Program Development

Duties include developing innovative program ideas, conducting research, and writing program scripts.

General Information

Address

Environmental Discovery Center
601 Division Avenue
Ormond Beach, FL 32174

Contact Information

386-615-7081

www.ormondbeach.org/edc

www.facebook.com/EnvironmentalDiscoveryCenter

Hours of Operation

Tuesday – Saturday: 10 a.m. – 4 p.m.
Closed Sunday & Monday

Holiday Closures

Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day

Events & Programs

Here are just some of the examples of events and programs that we offer throughout the year. This list is subject to change and most of these activities will be dependent on volunteer support. We will also be offering field trips during the week that meet the Florida Sunshine Standards. Please visit the EDC website, given on page 11, for the most up to date list of scheduled events including dates, times, and additional information.

Special Events

- Arbor Day
- Earth Day
- Biodiversity Day
- National Pollinators Day
- World Animals Day

Programs

- Make a Difference Day
- National Trails Day
- Guided Nature Hikes
- Guest Speakers
- Enviro Camp
- Water Monitoring Day
- Science Saturdays
- Arts & Crafts