



## Community Service Volunteer Opportunity

### **Program Overview**

The Raleigh Parks, Recreation and Cultural Resources (PRCR) Volunteer Services Program offers opportunities for individuals and groups to enhance City of Raleigh parks, greenways, facilities, programs, classes, and events. Individuals who need to complete requirements for court appointed volunteer hours and/or volunteer hours suggested by a lawyer or court official can assist at the City of Raleigh Greenhouse. This is the only location and opportunity available for anyone who is interested in volunteering to complete requirements for court appointed or lawyer suggested hours.

### **Opportunity Description**

**Project Details:** Volunteers will assist with cleaning and washing plant pots in the Greenhouse. This will include shaking out the excess dirt in the pots, using brushes to clean the pots with water, and stacking the pots on tables to dry.

**Impact:** By cleaning and washing plant pots, volunteers will be able to assist the City with a sustainability effort in reusing plant pots and reducing waste. Each year, the City of Raleigh Greenhouse grows over 20,000 annuals, perennials, and trees that are planted in our parks. Through the help of volunteers, we are able to clean and reuse the pots to plant new plants for the upcoming growing season.

**Location:** [City of Raleigh Greenhouse](#)

Marsh Creek Operations Center  
4225 Daly Road  
Raleigh, NC 27604

**Available Shifts:** The Greenhouse will allow volunteers to assist during the following times. In order to schedule hours, you must complete the community service application and include specific dates and times you are able to volunteer. All proposed volunteer workdays will be approved by the Resource Development Manager and City Horticulturist. You must be approved and receive confirmation from Volunteer Services Program staff prior to working at the Greenhouse.

**January - April**

Mondays, Fridays: 8 a.m. – 4 p.m.  
Tuesdays, Wednesdays, Thursdays: 12 p.m. – 4 p.m.

**May - September**

Mondays, Tuesdays, Wednesdays, Thursdays: 12 p.m. – 2 p.m.  
Fridays: 7:30 a.m. – 2 p.m.

**October - December**

Mondays, Fridays: 8 a.m. – 4 p.m.  
Tuesdays, Wednesdays, Thursdays: 12 p.m. – 4 p.m.

**Work Environment:** This project will be inside the Greenhouse. The greenhouse is temperature controlled for the plants; however, conditions can still be very hot or very cold based on the current weather. Volunteers will be working around water, dirt, soil, and various types of plant species.

**Special Information:** PRCR will supply the plant pots, brushes, and wash tubs. Volunteers must wear loose comfortable clothing that can get dirty and sturdy closed-toe shoes such as hiking/work boots or sneakers.

### **Volunteer Requirements**

In order to complete your court appointed or suggested hours with PRCR, you must meet the following requirements:

- appointed by the court or suggested by your lawyer or court official. Volunteers with more than 24 hours are unable to volunteer for this opportunity
- Provide a confirmation email or written letter from your lawyer or court official that includes:
  - Volunteer Name
  - Number of Hours appointed or suggested to complete
  - The charge you have been given
  - Deadline to complete volunteer hours
- Be at least 14 years old. Volunteers between the ages of 14 - 18 must have a parent/guardian accompany them during entire volunteer shift(s)
- Complete a volunteer release form. Volunteers under the age of 18 must have a parent/guardian sign the release form

### **Registering to Volunteer**

To participate in this volunteer opportunity, please complete the following:

- Review the PRCR Community Service Volunteer Program information packet
- Complete the Community Service Volunteer program application and provide your confirmation email (instructions listed in volunteer requirements) to PRCR Volunteer Services Program by email at [prcrvolunteer@raleighnc.gov](mailto:prcrvolunteer@raleighnc.gov) or by mail at PO Box 590, Raleigh, NC 27601



## Community Service Volunteer Application

Thank you for your interest in volunteering with Raleigh Parks, Recreation and Cultural Resources. Please complete the following application to coordinate workdays at the City of Raleigh Greenhouse. All applications can be submitted to the Volunteer Services Program at [prcrvolunteer@raleighnc.gov](mailto:prcrvolunteer@raleighnc.gov). A Volunteer Services Program staff will review application and contact you with next steps.

### Personal Information

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ \*

\*If under the age of 18, please list the parent(s)/guardian(s) that will be accompanying you during workdays

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

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

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

### Emergency Contact Information

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

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Special Medical Circumstances:

## Requested Volunteer Workdays

Please review the approved schedule listed in the information packet and provide specific dates/times. All proposed workdays will need to be a week in advance of the day the application and confirmation letter is received by Volunteer Services Program staff.

### Proposed Workdays

Date	Time	Number of Hours

**Please sign below when you have read and understand all statements.**

I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily and information may be disclosed to any party with legal and proper interest. I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the Raleigh Parks, Recreation and Cultural Resources department.

I understand that the Raleigh Parks, Recreation and Cultural Resources Department reserves the right to screen volunteers, and the Department will not accept anyone as a volunteer who would jeopardize any aspect of service or the safety of Parks, Recreation and Cultural Resources customers and staff.

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

Parents/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If volunteer is under 18)

Non-Discrimination Policy – The City of Raleigh Parks, Recreation and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with the Director of the Raleigh Parks, Recreation and Cultural Resources or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240

**TO BE COMPLETED BY PRCR Volunteer Services Program Staff**

VSP reviewing application: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Confirmation Letter Received: \_\_\_\_\_

Contacted Greenhouse staff with proposed schedule: \_\_\_\_\_

Greenhouse staff approve schedule: \_\_\_\_\_

VSP staff send confirmation email to volunteer: \_\_\_\_\_

Volunteer Meets Requirements:      Yes or      No