



## CITY OF OTTAWA EMERGENCY SUPPORT VOLUNTEER POSITION DESCRIPTION

<b>Name of Volunteer Activity:</b>	
<b>Location of Volunteer Activity:</b>	

### Position Responsibilities

**Volunteers report to an onsite supervisor. Volunteers are responsible for assisting with the Recovery Effort and must respect client confidentiality at all times. Information about the position and an Acknowledgment and Assumption of Risks statement are listed below.**

### Tasks may include:

- Assisting with the removal of sandbags that may weigh up to 20 kg
- Assisting with the removal of other flood debris
- Assisting with light cleanup in affected areas
- Assisting with the distribution of supplies to recovery workers

**Volunteers may cease volunteering at any time. If leaving from a work site, they must inform on-site supervisor. Volunteers are also directed to seek assistance from on-site supervisor should any task related to their volunteer placement be above the volunteer's skill or comfort level.**

### Qualifications:

- 12 years of age or older (parental signature on waiver required if under 18). Volunteers under 18 must be supervised by an adult or legal guardian.
- Reliable, responsible, safety conscious, mature, punctual, patient, compassionate.
- Able to take direction and work as a member of a team.
- English and/or French speaking volunteers, other languages are an asset.

### Time Commitment:

- Time commitment will vary, as this volunteer engagement will take place over an extended period of time

### Dress Code:

- Weather appropriate clothing that may get dirty, wet or damaged (not provided by the City of Ottawa)
- Long sleeve, long pants and sunhat
- Close-toed footwear, ideally boots. Volunteers may be required to wear rubber boots (not provided by the City of Ottawa).
- Gloves and clean up materials to be supplied by the City of Ottawa if needed

### Identification:

- Volunteers will be required to wear wristbands or other identification provided by the City of Ottawa and present to the on-site supervisor at the recovery site.



Emergency Support Volunteer Registration, Assumption of Risks and Waiver of Liability

All personal information collected on this form will be kept confidential and only used by the City of Ottawa for the purposes of administering and managing volunteers. Any questions about the use of your personal information may be directed to [EmergencyVolunteers@Ottawa.ca](mailto:EmergencyVolunteers@Ottawa.ca)

General Information		
Last Name:		Given Name(s):
Address:		Are you 18 years of age or over: Yes <input type="checkbox"/> No* <input type="checkbox"/> <i>Volunteers under aged 12 - 17 require the signature of a legal guardian.</i>
City:	Province:	Postal Code:
Home Phone:	Cell Phone:	
E-mail Address:		
Please list any special skills and/or training you may have.		
Are you currently affiliated with a disaster relief agency? Yes <input type="checkbox"/> No <input type="checkbox"/> ; Name of Agency:		
Emergency Contact		
Last Name:		Given Name(s):
Phone:	Relationship:	
Address:		

**PLEASE ACKNOWLEDGE BY CHECKING THE BOXES LISTED BELOW:**

- I agree to volunteer with the City of Ottawa in for this temporary emergency and I acknowledge that I will not receive any remuneration, salary, wage, payment or employee benefit (including Workers Compensation) of any type from the City.
- I acknowledge that there are hazards and risks associated with my participation including but not limited to injuries resulting from working in areas that may be subject to hazardous conditions and carrying out strenuous and demanding physical activity.
- I agree release, waive, and discharge the City of Ottawa, as well as its employees, officials, and agents from any and all liability to me, and to my heirs, executors and administrators, that we have, or may have in the future, for any loss or damage and from any claims or demands for such loss or damage on account of personal illness, injury, and damage including death or property loss, however caused, as a result of my participation in this volunteer activity.
- I understand it is my responsibility to perform activities consistent with my ability and health and to exercise all appropriate safety measures and precautions. I further understand that my participation is voluntary, and I am free to withdraw at any time.
- I will not use, disclose or copy any personal information or confidential information that I became aware of during my volunteering duties except as part of my assigned duties.

**By signing below, I acknowledge that I have read or had read to me and understand all information on this form including the City of Ottawa Emergency Support Volunteer Position Description that is on the reverse side of this form. I agree to the terms above and accept the risks of participating as a volunteer.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*IF BETWEEN 12-17 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN IS REQUIRED TO SIGN.**

I hereby certify that I am the parent/legal guardian of the individual listed above who is a minor and that the individual has my permission to volunteer with City of Ottawa in this emergency situation. I acknowledge that I have read or had read to me and understand all information on this form including the City of Ottawa Emergency Support Volunteer Position Description that is on the revise side of the form. I agree to the terms above and accept the risks of participation on behalf of the individual listed above.

Name of Parent/Legal Guardian (please print): \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_