



**TOWN OF BEEKMAN**  
4 MAIN STREET  
POUGHQUAG, NEW YORK 12570-9601  
TEL: (845) 227-5783 • FAX: (845) 227-9685  
email: rec@townofbeekman.com

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January 2009

Dear Prospective Volunteer:

Thank you so much for your interest in growing with us at Beekman Recreation & Parks. We have a great team of enthusiastic staff and volunteers that work together to provide a safe, warm and welcoming community in our parks and our programs.

As you may be aware, 2009 is a difficult financial year for the Town of Beekman. Due to the declining economy, there are less monies coming into the town budget from mortgage taxes. For Rec that means we have had to increase fees and cut expenses. I am counting on community members like you for creative ideas to help Rec not only survive these difficult economic times, but to come through for our residents with some high quality, fun programming. Even though our prices may be going up, our services are still less expensive than the same services provided by private organizations. So I'm hoping we can put our heads together and come up with some great, fun, creative ideas to offer right here in Beekman. We have the opportunity to help families who cannot afford fancy trips or expensive get-a-ways by providing them with "Stay-Cation" programs here at home. So let's come up with some new and fun things to try this year!

The opportunities for volunteers are as broad as the programs and activities that can be provided by the Recreation Department. We look to match volunteer's skills and interests with the needs of the Department. Possibilities include:

- Designing and managing marketing materials
- Trail maintenance
- Gardening
- Creating nature guide to existing trails and parks
- Working with Seniors Mondays &/or Thursdays
- Working with Toddlers and their parents Tuesdays &/or Wednesdays
- Working with Elementary aged children two Fridays evenings/month
- Working with Middle Schoolers one Friday evening/month
- Working with teens two Mondays/month
- Designing and delivering a program on Fridays
- Office work
- Cleaning projects

If you would like to join us, help us to get to know you better by completing the enclosed application, including listing three references from **non-relatives and non-peers** who can attest to your character, work ethic and ability to do the type of work you are looking to do. Once it is on file at the Rec Office you may be called to schedule a time to discuss your interests and the Rec Departments needs to see if there is a match! If you have any questions please call the Recreation Office at 845-227-5783. I look forward to receiving your application soon.

Sincerely,

Jeanne Scigliano, Recreation Director

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The mission of the Town of Beekman Recreation & Parks Department is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.



# Volunteer Application



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Last Name	First Name	Middle Initial	Email
Home Phone	Cell Phone	Work Phone	
Street	Town	State	Zip
Type of work you would like to do			

Have you been previously been involved with Beekman Rec \_\_\_No \_\_\_Yes: List years & describe involvement: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a crime (other than traffic violations)? \_\_\_No \_\_\_Yes: please state offense: \_\_\_\_\_,  
 date: \_\_\_\_\_ and location: \_\_\_\_\_. (A conviction record will not necessarily be cause for disqualification)

**Availability** Date you would like to begin: \_\_\_\_\_ Check off availability in chart below or describe in "other"

	Mornings	Afternoons	Evenings	Other
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Please describe any interests or skills that you could share with Rec members: \_\_\_\_\_  
 \_\_\_\_\_

Describe any leadership experiences you have had: \_\_\_\_\_  
 \_\_\_\_\_

Please describe something that you've done in your life that you are especially proud of: \_\_\_\_\_  
 \_\_\_\_\_

List updated certifications, licenses and trainings (**Please enclose a copy**):

	<u>Type</u>	<u>Expires</u>	<u>Type</u>	<u>Expires</u>
Drivers License # _____			CPR (Type) _____	
State _____			Lifeguard _____	
Community First Aid _____			WSI _____	
AED _____			Project Adventure _____	
RTE _____				

## EDUCATION

Name of Schools (High School, College, Graduate School)	Major area of study	Dates	Highest Grade Completed	Degree or Credits

**EMPLOYED or VOLUNTEER EXPERIENCE** - List most recent experiences first-enclose resume or use additional paper as needed

SUPERVISOR'S NAME , ADDRESS & EMAIL	POSITION/MAJOR RESPONSIBILITIES	REASON FOR LEAVING	
MAY WE CONTACT?	TYPE of BUSINESS	DATES From                  To	SUPERVISOR'S PHONE
SUPERVISOR'S NAME , ADDRESS & EMAIL	POSITION/MAJOR RESPONSIBILITIES	REASON FOR LEAVING	
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**List 3 non-relatives and non-peers** who can attest to your character, work ethic and ability to do the type of work you are applying to perform

NAME & EMAIL	ADDRESS	PHONES	POSITION/ TITLE

I certify that the statements made in this application (and any accompanying resume) are true and correct to the best of my knowledge. I understand that any misinformation, falsification or failure to disclose pertinent information will result in the termination of my services. I authorize all present or prior employers, educational institutions and the individuals listed by me on this application to release to Beekman Recreation any information relevant to this application, including information about my employment record, and hereby release them from liability and responsibility for doing so. To protect the people in our care, as well as the staff members and volunteers who serve them, we follow strict policies on abuse prevention. We do everything possible to screen out potential offenders and to prevent abuse from occurring to people in our care. I understand that Beekman Rec reserves the right to conduct a criminal background check and that by signing this application I consent to blood and alcohol testing and that failure to submit to such testing immediately shall be grounds for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date