



# Allen Township

4714 Indian Trail Road, Northampton, PA 18067

Phone: 610-262-7012

Fax: 610-262-7364

Email: [Info@allentownship.org](mailto:Info@allentownship.org)

Website: [www.allentownship.org](http://www.allentownship.org)

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## Park and Recreation Volunteer Application

*Please return completed application, resume, and any additional information to Allen Township. You may attach additional pages if needed. Applications will be kept on file for a period of 12 months.*

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Date of Application: \_\_\_\_\_

Volunteer Position of Interest: \_\_\_\_\_ Allen Township Park and Recreation Board – Community Events \_\_\_\_\_

Have you applied to volunteer at Allen Township before? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what type of volunteer position? How long did you volunteer with Allen Township? \_\_\_\_\_

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### Applicant Information

Full Name: \_\_\_\_\_  
Last Name First Name Middle Name

Date of Birth: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Preferred Method of Contact: \_\_\_\_\_

If you are a resident of Allen Township, how long have you lived here? \_\_\_\_\_

Place of Employment, Job Title, Job Description, Years Employed: \_\_\_\_\_

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Education (check highest level attained)

\_\_\_\_\_ Less than High School    \_\_\_\_\_ High School    \_\_\_\_\_ Some College

\_\_\_\_\_ Associates Degree    \_\_\_\_\_ Bachelor's Degree    \_\_\_\_\_ Master's Degree

\_\_\_\_\_ Doctorate Degree    \_\_\_\_\_ Special Training/Certification

Additional Education Information: \_\_\_\_\_

Do you know of any conflict of interest or any reason that you may not be a good fit to volunteer at Allen Township? If so, please describe. \_\_\_\_\_

Have you ever been convicted of a Misdemeanor or Felony? Yes  No

Please list your prior volunteer and/or community involvement history: \_\_\_\_\_

Please list your reason(s) for interest in volunteering at Allen Township: \_\_\_\_\_

Aspirations/Visions for Allen Township: If selected, what would you like to accomplish? \_\_\_\_\_

**Availability**

**Please check the days and times you would be available to volunteer:**

Times	Morning	Mid-Day/Afternoon	Evening
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Virtual			

Is there a time of the year when you are not available to volunteer? \_\_\_\_\_

Please provide any additional information regarding your availability to volunteer: \_\_\_\_\_

### Desired Types of Volunteer Duties

Please check any of the below that you think you might be interested in. Indicating a particular task does not guarantee that the individual will be assigned to that role.

\_\_\_\_ Event organization/coordination

Work alongside the Park and Recreation Board and Allen Township Staff to coordinate community events. Duties include: assisting with scheduling vendors, coordinating deliveries, determining ideal placement of event equipment onsite, etc.

\_\_\_\_ Set up

Assist the Park and Recreation Board and Allen Township Staff with setting up the event. Duties include: arriving prior to the start of the event, ensuring that materials are properly placed onsite, etc.

\_\_\_\_ Clean up

Assist the Park and Recreation Board and Allen Township Staff with cleaning up following the event. Duties include: removing/disassembling event materials, cleaning any litter, etc.

### References

List two individuals who know you in a personal or professional capacity. By signing this application, you are permitting Allen Township to contact your references and confirm your qualifications and suitability to serve as a volunteer.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

By signing below, I hereby submit this application for consideration to volunteer at Allen Township. I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if my application is accepted, falsified statements on this application shall be grounds for termination of my volunteer status. The submission of this application does not guarantee the approval of my application. I understand that I will be contacted with further volunteer information if my application is approved. Volunteering is subject to the needs of the Allen Township Park and Recreation Board. Failure to consistently report for my assigned volunteer duties and/or neglect of assigned responsibilities, if application is approved, will result in my termination of volunteer status. By signing below, I attest that I have read and understand the Allen Township Volunteer Policy. I acknowledge that all volunteers must be in good standing regarding all Township-related matters.

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Applicant Name (Printed) Date

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Applicant Signature Date

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Signature of Parent or Guardian if volunteer is under age 18 Date

**OFFICE USE ONLY**

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

Reviewed by: \_\_\_\_\_

Volunteer Application:       Approved       Rejected

If rejected, reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Volunteer Policy

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Allen Township acknowledges the need for and the value of volunteers.

A volunteer performs any assigned duty for the benefit of Allen Township and receives no salary. Every attempt will be made to place volunteers in positions which match their interest, skills, and time commitments.

All volunteers must be at least 18 years of age unless accompanied by a parent or guardian.

An essential component of the volunteer program is the successful partnership of paid staff/Board Members and volunteers. Allen Township is committed to provide volunteers:

- Clear and direct supervision
- The training necessary to perform the assignment
- Regular feedback regarding performance
- Opportunities for new assignments
- Recognition of a job well done

Allen Township requests that volunteers:

- Ask for clarification of assignments
- Are dependable and punctual in the schedule
- Work towards the goals of the Park and Recreation Board and Allen Township

Definition of a Volunteer:

A volunteer is an individual who performs a service, contributes their time, talents, and experience to Allen Township, without compensation.

There shall be no discrimination against an otherwise qualified volunteer by reason of disability, age, race, color, ethnicity, sex, creed, national origin, citizenship or socioeconomic status.



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## Volunteer Emergency Contact Form

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**PLEASE PRINT ALL DETAILS CLEARLY**

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last Name First Name Middle Name

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Please list the people you would like to be notified in the case of emergency, including a local contact.

**IN CASE OF EMERGENCY CONTACT:**

(1) Name \_\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_\_  
Street Address City State Zip Code

Telephone \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

(2) Name \_\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_\_  
Street Address City State Zip Code

Telephone \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Are you allergic to anything? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list all allergies: \_\_\_\_\_  
\_\_\_\_\_

Any medical conditions we need to be aware of? Please list: \_\_\_\_\_  
\_\_\_\_\_