

Memorandum



Date: April 15, 2011
To: Department Directors
From: Alina T. Hudak
County Manager
Subject: Goodwill Ambassadors for the Memorial Day Weekend Activities (May 26-30, 2011)

The Memorial Day holiday is fast approaching and as in the past, the weekend is expected to attract over 300,000 tourists to Miami Beach and other areas of our beautiful County. Both the County and the City of Miami Beach want to make this holiday weekend a safe and enjoyable experience for both residents and visitors. In anticipation of the large crowds that are expected to be arriving and staying on the beach, we are seeking volunteers to serve as Goodwill Ambassadors to help with greeting visitors and assisting with crowd control. Goodwill Ambassadors provide an invaluable service to our community and contribute to improved community relations throughout the County.

As in the past, Department Directors are encouraged to allow employees to volunteer for the weekend. It is anticipated that approximately 250 volunteers will be required throughout the course of the weekend beginning on Thursday evening, May 26, 2011, and ending Monday, May 30, 2011. Volunteers will work at least one eight-hour shift. Administrative Leave will be granted for the hours worked outside of the employee's normal working hours; of one hour of administrative leave for every hour worked. It is important to note that since this is a volunteer effort, overtime will not be paid.

Employees wishing to volunteer for this assignment should first receive approval from their supervisor. Attached is a copy of the Supervisor's Authorization form that should be completed by each employee's supervisor. Once approved, volunteers should contact Oscar J. Braynon of the Office of Community Advocacy at (305) 375-4493 or ojbr@miamidade.gov to schedule training and to develop deployment schedules.

To ensure that all volunteers understand the duties associated with this deployment, the following series of training sessions have been scheduled. Supervisors are asked to permit employees to attend one of the training sessions and to grant administrative leave to employees who attend training.

County GWA Training Schedule 2011

Location	Date	Time
MDPD Training Bureau – 9601 NW 58 Street	April 19	9:00 - 11:00 am
SPCC – 111 NW 1 Street (18 th Floor)	April 28	2:00 - 4:00 pm
WASD Admin. Bldg. – 3071 SW 38 Avenue (Training Room B)	April 29	9:00 - 11:00 am
WASD Admin. Bldg. – 3071 SW 38 Avenue (Training Room B)	April 29	2:00 - 4:00 pm
South Dade Government Center - 10710 SW 211 Street, Room #203	May 5	2:00 – 4:00 pm
Miami Beach Convention Center - 1901 Convention Center Drive, Miami Beach, FL	May 6	TBD
MLK Plaza – 2525 NW 62 Street	May 9	9:00 - 11:00 am
MLK Plaza – 2525 NW 62 Street	May 9	2:00 – 4:00 pm
Miami Gardens Neighborhood Svc. Ctr. - 16405 NW 25 Avenue	May 13	2:00 – 4:00 pm

Any changes to the above training schedule will be posted on the Goodwill Ambassador website http://www.miamidade.gov/advocacy/goodwill_ambassadors.asp.

As in previous deployments, we appreciate your support and cooperation and we look forward to another successful Memorial Holiday weekend.

Attachment

c: Honorable Joe A. Martinez, Chairman
and Members, Board of County Commissioners
County Executive Office Senior Staff

**Miami-Dade County Goodwill Ambassadors
Supervisor's Authorization Form**

1. Employee Last Name 2. Employee First Name 3. County Department

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Activation / Deployment Information

4. Event

5. Location

Memorial Day Beach Weekend	South Beach/Miami Beach
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6. Start Date

7. End Date

Thursday, May 26, 2011	Monday, May 30, 2011
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The above Miami-Dade County employee is authorized by the below signature to volunteer per the attached County Manager's memo of April 15, 2011.

Work Location & Supervisor:

13. Division (if applicable)

14. Immediate Supervisor

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15. Supervisor's Phone

16. E-mail

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Supervisors Signature/ & Authorization

Date