Memorandum

MIAMI-DADE COUNTY

Date: May 14, 2013

To: Department Directors

From: Carlos A. Gimenez
Mayor

Subject: Goodwill Ambassadors for the Memorial Day Weekend Activities - Thursday through Monday, May 23rd -27th, 2013

The Memorial Day holiday is fast approaching and as in the past, the weekend is expected to attract over 200,000 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 greet visitors and assist with crowd control. The 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 those employees that want to volunteer to participate in this deployment. It is anticipated that approximately 250 volunteers will be required throughout the course of the weekend beginning on Thursday evening, May 23rd and ending Monday, May 27th. 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 in the manner of one hour of leave for every hour worked. This ratio is an exception that has been approved for this deployment only. Further, since this is a volunteer effort, overtime will not be paid.

After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Advocacy Assistant, at (305) 375-3840 and send the attached Authorization letter via e-mail to MORYVA@miamidade.gov, or fax at 305 375-5715.

To ensure ***new*** volunteers and others who **have not** received the mandatory training, but have served at other events, understand the duties associated with this deployment, a series of training sessions have been scheduled as denoted below. Supervisors are asked to permit employees to attend one of the scheduled training sessions. Administrative leave will be granted to those employees who will be attending training in preparation for this event. Any changes to this schedule will be posted on the Office of Community Advocacy website www.miamidade.gov/ocr/gwa_program.asp.

Training Locations	Date	Day	Time
MLK Plaza – 2525 NW 62 Street, 2nd Floor	May 20th	Monday	9:00 am – 11:00 am Or 2:00 pm – 4:00 pm
WASD Admin. Bldg. - 3071 SW 38th Ave. (Training Room)	May 21st	Tuesday	9:00 am – 11:0 am Or 2:00 pm – 4:00 pm
SPCC – 111 NW 1st Street, 18th Floor	May 22nd	Wednesday	2:00 pm – 4:00 pm

As in previous deployments, your support and cooperation are very much appreciated. We look forward to a successful holiday weekend benefiting the residents and visitors, as well as our local businesses.

Attachment
c: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners
Office of the Mayor Senior Staff
Rene Diaz, Director of Community Advocacy

Miami-Dade Goodwill Ambassadors
Supervisor's Authorization Form

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

Activation / Deployment Information

4. Event	5.Location
Memorial Day Weekend	**South Beach/Miami Beach**

6. Start Date	7. End Date
Thursday May 23, 2013	**Monday May 27, 2013**

The above Miami-Dade County employee is authorized by the below signature to volunteer per the attached County Manager's memo.

Work Location & Supervisor:

13. Division (if applicable)	14. Immediate Supervisor

15. Supervisor's Phone	16. E-mail

Supervisors Signature/ & Authorization _____ Date _____