

Memorandum



Date: May 12, 2014

To: Department Directors

From: Carlos A. Gimenez
Mayor 

Subject: Goodwill Ambassadors for the Memorial Day Weekend Activities - Thursday through Monday, May 22 - 26, 2014

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 150 volunteers will be required throughout the course of the weekend beginning on Thursday evening, May 22, 2014 and ending Monday, May 26, 2014. 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.

<u>Training Locations</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>
MLK Plaza – 2525 NW 62 Street 2 nd Floor - Rooms 3 & 4	May 13 th	Tuesday	8:00am – 12:00 noon or 1:00pm – 5:00pm
WASD Admin. Bldg. - 3071 SW 38th Ave. (Training Room)	May 14 th	Wednesday	8:00 am – 12:00 noon or 1:00pm – 5:00pm
SPCC – 111 NW 1 st Street, 18 th Floor – Room 4	May 16 th	Friday	8:00 am – 12:00 noon

As in previous deployments, your support and cooperation are very much appreciated. We look forward to a successful holiday weekend benefiting 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 22, 2014	Monday May 26, 2014

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