



Court-Mandated Volunteer Registration Process on Park Link: Step-By-Step Guide

Court-Mandated Volunteer Registration Process on Park Link

Step 1

Court-Mandated Volunteer (CMV) must first create an account on Park Link (www.miamidadeparks.com) – see “Park Link Create an Account” PDF guide for more details. Then select one of the court-mandated locations published in Park Link’s “Volunteer Opportunities” tab.

The screenshot shows the Park Link website interface. On the left, there is a filter sidebar with sections for Location, Category, Eligibility, Age Group, Days of the Week, and Activity Tags. The 'Volunteer Opportunities' tab is selected in the top navigation bar. Below the filters, there is a message from Miami-Dade County Parks thanking users for their interest and providing information about the PLACE program. A section titled 'VOLUNTEER TODAY!' highlights 'Court-Mandated Volunteers'. Below this, a table lists three volunteer sessions:

| SESSION | LOCATION | AGE | DAYS | DATES | TIMES | PRICE |
|---------------------|---------------------------------|-------|----------|-------------|------------|---------|
| Amelia Earhart Park | Amelia Earhart Park | 18/up | Weekdays | 10/01-11/30 | 8am-4pm | \$37.25 |
| Beach Operations | Miami-Dade County Beach Oper... | 18/up | Weekdays | 03/01-09/30 | 7am-3:30pm | \$37.25 |
| Crandon Park | Crandon Park | 18/up | Weekdays | 03/01-09/30 | 7am-3:30pm | \$37.25 |

Step 2

The CMV will need to select the applicable location and the listing will provide more details – note, they must be logged in to register.

The screenshot shows the detailed view for the 'Amelia Earhart Park' volunteer session. It includes a table with session details, a highlighted warning about background checks and fees, a list of responsibilities and duties, qualifications, and a commitment expected. At the bottom, there is a registration form with fields for activity, session, location, room/facility, address, phone, date range, schedule details, age/gender, fee, and registration dates. An 'ACCOUNT MEMBERS' section shows a list of members, including 'Teenager Test (16)' which is marked as 'Ineligible by Age (18/up)'. There is an 'Add Account Member' button and an 'Add To Cart' button.

| SESSION | LOCATION | AGE | DAYS | DATES | TIMES | PRICE |
|---------------------|---------------------|-------|----------|-------------|---------|---------|
| Amelia Earhart Park | Amelia Earhart Park | 18/up | Weekdays | 10/01-11/30 | 8am-4pm | \$37.25 |

All court-mandated volunteers are subject to a local background check and fingerprinting - court-mandated volunteer applicants are responsible for the non-refundable processing fee of \$37.25. Volunteer status is contingent on passing the background check.

This position is responsible for supporting park staff at Amelia Earhart Park.

Responsibilities and Duties:

- General maintenance of facilities
- Landscaping and upkeep of soccer complex
- Working with animals in the Farm Village as needed
- Assisting park site staff with additional tasks as needed

Qualifications: This position requires volunteers to be able to perform labor-intensive work, be able to lift over 25lbs, and perform other physical tasks outside in the sun.

Commitment Expected: Generally, the desired work schedule is **one 8-hour day of work per week**.

Activity: Court-Mandated Volunteers
Session: Amelia Earhart Park
Location: Amelia Earhart Park
Room/Facility: Open Area 1
Address: 401 E 65 Street Hialeah, FL 33013
Phone: 305-685-8389
Date Range: 10/01-11/30
Schedule Details: 8a-4p every weekday from Oct 1 to Nov 30 at Amelia Earhart Park Open Area 1
Age/Gender: 18/up
Fee: \$37.25
Registration: Opened Oct 1 - 12:00 AM

ACCOUNT MEMBERS

- Teenager Test (16)
Ineligible by Age (18/up)
-

| SESSION | LOCATION | AGE | DAYS | DATES | TIMES | PRICE |
|------------------|---------------------------------|-------|----------|-------------|------------|---------|
| Beach Operations | Miami-Dade County Beach Oper... | 18/up | Weekdays | 03/01-09/30 | 7am-3:30pm | \$37.25 |

Step 3

CMVs will add themselves to their cart, which will confirm that they are paying for the mandatory \$37.25 processing fee.

| # | Item | Total |
|----|---|---------|
| 1. | Teenager Test for Court-Mandated Volunteers Amelia Earhart Park | \$37.25 |

Step 4

CMVs will need to fill out a volunteer affidavit/background information form in preparation for their fingerprinting appointment – this is the same form we have used prior to Park Link. This can be printed from the registration screen or emailed to the CMV, who can either fill it out digitally OR print it out. The completed version needs to be sent back to the park staff, preferably via email.

Forms

Form

[View/Print](#)

1. Volunteer Affidavits/Background Information

[View/Print](#)

After you complete your online registration, the volunteer placement liaison that oversees your volunteer opportunity will contact to provide you with further instructions. All volunteers need to complete these forms and return them via email (provided by the volunteer placement liaison) - you will also be contacted by Parks HR to schedule a fingerprinting appointment for Golf volunteers or volunteers over 18 years of age.

MIAMI-DADE COUNTY

HUMAN RESOURCES

FINGERPRINT AND I.D. INFORMATION

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone No.: _____ Email: _____

Date of Birth: _____ Place of Birth (State or Country): _____

Gender: _____ Height: _____ Feet _____ Inches Weight: _____ Eyes: _____ Hair: _____

Step 5

CMVs will be asked a series of mandatory prompts. Click “Submit Responses” when complete.

| Prompt | Response |
|---|---|
| General Prompts | |
| 1. I understand that voluntary participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While CDC recommendations and personal discipline may reduce this risk, the risk of serious illness and death does exist. I agree not to sue and hereby release, waive, and discharge the County, and their respective directors, officers, employees, volunteers and agents, from any and all liability for any loss or damage, injury, illness, permanent disability, or death of the undersigned, or any person who may contract COVID-19, directly or indirectly, from the volunteer whether caused by the negligence, or otherwise, of the County while volunteering. | <input checked="" type="checkbox"/> I Agree |
| 2. Were you referred to Miami-Dade Parks through the Miami-Dade Police Department Diversion Program? | Yes <input checked="" type="radio"/> No <input type="radio"/> |
| Prompts for Teenager Test | |
| 3. What is the volunteer's date of birth? | <input type="text" value="Date"/> |
| 4. What is the volunteer's gender identity? This is needed to conduct a background check. | <input type="text"/> |
| 5. What is the volunteer's phone number? | <input type="text"/> |
| 6. By checking this box, I agree that I understand that I am subject to a background check, which may include a fingerprinting appointment, and my volunteer status is contingent on passing the background check. | <input checked="" type="checkbox"/> I Agree |
| 7. By checking this box, I agree that I understand that any hiatus from volunteer service GREATER than three (3) months will render my volunteer status inactive. If I would like to continue my volunteer service after my hiatus, I am subject to a renewed background check, which may include another fingerprinting appointment, and my volunteer status is contingent on passing the renewed background check. | <input checked="" type="checkbox"/> I Agree |
| 8. By participating in this volunteer activity through Miami-Dade County Parks, Recreation and Open Spaces, I agree to be added to the volunteer program's email distribution list that shares information on upcoming volunteer opportunities across our park system. Upon receipt of an email from the volunteer program, you can unsubscribe from the list at any time. | <input checked="" type="checkbox"/> I Agree |
| Teenager Test for Court-Mandated Volunteers Amelia Earhart Park | |
| 9. What day(s) would you like to volunteer? This option can be adjusted during volunteer onboarding at your selected location. | (2) Saturday, Sunday ▾ |

Step 6

CMVs will need to digitally sign the Volunteer Media & Photo Release and Volunteer Liability Waiver on Park Link. Click “Confirm Waiver Agreement” when complete.

| Volunteer Liability Waiver |
|---|
| Applies to: Teenager Test for Court-Mandated Volunteers Amelia Earhart Park |
| <small>I acknowledge that my participation in this activity is completely voluntary on my part and is being undertaken without promise or expectation of compensation. I hereby release and discharge Miami-Dade Parks, Recreation and Open Spaces, Parks Foundation of Miami-Dade, Inc. and its affiliates, associates, and agents and any participating organizations, for any claim for damages or injury I may incur resulting from my participation in this voluntary community service event. I understand that my participation may involve a risk of injury and that illness may result directly or indirectly from my participation. I further state that I am in proper condition for participating in these events. I agree to abide by the rules established by participating organizations relative to health and safety requirements.</small> |

Step 7

CMVs will need to submit payment for their \$37.25 processing fee, which will need to be paid via credit card.

The screenshot shows a 'Payment' form with the following details:

- Buttons: Notes, Date Override, Pay Later
- Item: 1. Teenager Test for Court-Mandated Volunteers Amelia Earhart Park
- Price: \$37.25
- Total Charges: \$37.25
- ADD PAYMENT options: Cash, Check, Credit/Debit: Visa-MC-Discover, Credit/Debit: AmEx
- PAYMENTS: \$37.25 Due

Step 8

Finally, a copy of their receipt (which includes the Background Info/Affidavit form, location details, etc.) will be emailed to the email address the CMV provided. Park staff at the selected location will also receive a copy.

The screenshot shows a 'Transaction Receipt' with the following information:

- Account: [Redacted]
- Receipt: [Email icon], [Printer icon], Thermal
- Forms: Volunteer Affidavits/Background Information.pdf
- Miami Dade County Parks, Recreation, and Open Spaces
275 NW 2nd Street
Miami, FL 33128
305-755-7910
parksinfo@miamidadegov.gov
http://www.miamidadegov/parks/
- Registration/Payment Receipt 23846435
07/07/2021 09:31 AM
- Account Information
Miami, FL 33128 United States
- Item: Teenager Test for Court-Mandated Volunteers Amelia Earhart Park
SCHEDULE: 8a-4p every weekday from Oct 1 to Nov 30 at Amelia Earhart Park Open Area 1
Court-Mandated Volunteer - AME
- Amount Paid: \$37.25
(\$37.25)
- Total Payment: \$0.00
- Prompt(s): I understand that voluntary participation includes possible exposure to and illness from infectious

Step 9

Park staff will contact the CMV and provide an email address for the CMV's completed and signed Background Info/Affidavit form, which is the final item needed from park staff before CMVs can be processed by HR.

Step 10

Park staff will begin the CMV processing in coordination with HR, and if the preliminary background screening clears, CMVs will be called to schedule an in-person fingerprinting appointment in Downtown Miami. If/when the fingerprinting results come back cleared, park staff will communicate with the CMV to schedule their first day of service.