

# **City of San Diego Park and Recreation Department**

## **Information for Court Referred Community Service Volunteers**

### **Assignments/Work Hours:**

A variety of assignments are available for Court Referred Community Service Volunteers. The type of work you will be performing varies from site to site. A normal work day consists of eight hours, which includes two 15 minute breaks and a 1/2 hour lunch break. Some sites allow volunteers to work two or four hour shifts. Please arrive on time. Tardiness may result in being turned away without work credit for that day. You must sign in and out each day in order to receive credit for hours worked. You must work a full shift as assigned in order to receive credit. Report to your assigned site regardless of inclement weather.

### **Attire/Things to Bring:**

Community Service Volunteers must wear attire that is appropriate for their assignment. If you are not dressed appropriately, you may be denied the opportunity to work that day.

If you are assigned to work outdoors, you must be clothed for outdoor, physical work.

**Outdoor Attire:** close toed shoes/work boots, hat, long pants, long sleeved shirt. Sunscreen is highly recommended. Bring plenty of drinking water.

If you are assigned to work in an office, you must be dressed in office attire.

**Office attire:** collared shirt, close toed shoes, pants/skirt. Note: pants must fit appropriately.

### **Training**

You will be given an orientation to the work area, emergency procedures and location of fire extinguishers prior to beginning your work assignment. You will also be provided with training prior to beginning your assignment (such as proper use of tools, proper safety procedures and safety gear). You are expected to listen carefully and follow all safety rules and instructions.

### **Miscellaneous**

You may be terminated for inappropriate behavior, poor work habits and failure to obey rules and reasonable orders.

You may not use cell phones or pagers while you are working. Phone calls can be made during your break times only. Smoking is not allowed at park facilities or on park grounds.

### **Documentation of Hours**

The Volunteer Supervisor will provide you with a copy of your time sheet when you have completed your hours.

### **Sites**

The following sites have opportunities available for Court Referred Community Service Volunteers. Some sites have set dates and orientation sessions (for example, the third Saturday of the month). If this is the case, there is no need to contact staff, simply show up on the day that is

indicated below. If there is not a set time, **please contact staff directly for availability, do not just show up to volunteer.**

If you are scheduled to perform hours, you will be required to bring your **Court Papers**, a completed **Court Referred Community Service Volunteer Application** and a **Court Referred Community Service Volunteer Participation Agreement** with you and submit to the On-Site Supervisor prior to beginning volunteer work.

### **Recreation Centers and Community Parks**

Recreation Centers/Community Parks staff accept Court Referred Volunteers that have the following offenses only: parking tickets, speeding tickets, riding the trolley without a ticket, breaking curfew, ditching school. The volunteer duties are building/grounds maintenance (sweeping, mopping, painting/graffiti control, trash abatement, weed pulling, and green machining/weed-whacking) and office duties (filing, cleaning, organizing). **Hours vary from site to site, but are generally Monday through Friday from 9:00 a.m. to 6:00 p.m., Saturdays from 10:00 a.m. to 4:00 p.m. and Sundays from 12:00-4:00 p.m. For information on availability, contact staff at the phone number listed below:**

Adams Recreation Center, 3491 Adams Ave. 92116, (619) 235-1149

Carmel Mt. Ranch/Sabre Springs Rec. Center, 10152 Rancho Carmel Dr. 92128 (858) 538-8100

City Heights Recreation Center, 4380 Landis 92105, (619) 641-6125

Colina del Sol Recreation Center, 5319 Orange 92115, (619) 235-1144

Golden Hill Recreation Center, 2600 Golf Course Dr. 92102, (619) 235-1138

Kate Sessions Memorial Park, 5115 Soledad Road 92109, (858) 581-9716

Linda Vista Recreation Center, 7064 Levant St. 92111, (858) 573-1392

La Jolla Recreation Center, 615 Prospect 92037, (858) 552-1658

Mountain View Recreation Center, 641 S. Boundary St. 92113, (619) 527-3417

Montgomery Waller Recreation Center, 3020 Coronado 92154, (619) 424-0466

North Park Recreation Center, 4044 Idaho Street 92104, (619) 235-1152

Pacific Beach Recreation Center, 1405 Diamond Street, 92109, (858) 581-9927

Southcrest Recreation Center, 4149 Newton Ave., 92113 (619) 527-3413

Willie Henderson Recreation Center, 1035 S. 45<sup>th</sup> St. 92113 (619) 527-3407

### **Regional Parks**

The volunteer duties are grounds maintenance (trash abatement, weed pulling, green machining/weed-whacking, and trail restoration). **Hours vary from site to site, but are generally Monday through Friday from 9:00 a.m. to 12:00 p.m. and weekends from 9:00 a.m. to 12:00 p.m.**

Open Space Canyons (canyons located throughout the city limits) (619) 235-5262

Tecolote Nature Center 5180 Tecolote Rd San Diego 92110 (858) 581-9961

Tri Canyon Parks/Mission Valley Preserve 5180 Tecolote Rd San Diego 92110 (858) 581-9961

## **Mt. Hope Cemetery**

Volunteer duties include grounds maintenance, trash abatement, weed pulling, green machining/weed-whacking, and flower removal. Volunteers must be at least 18 years of age.

Trainings will be given on selected Saturdays and 8 hours of work will be required beginning at 8:00 am and ending at 4:30 pm. Afterwards, full days or portions thereof may be worked. However, work cannot begin until an 8-hour Saturday training is taken.

Conditions: You may be working on uneven terrain with gentle slopes. The day may consist of bending, kneeling, and turning side to side. Please bring sunscreen and wear durable comfortable clothes that cover your entire body and sturdy reinforced footwear and/or work boots (NO OPEN-TOED SHOES will be allowed).

A typical Saturday will involve safety training with a weed whip and some instruction about the area that will be serviced. If rain is expected, the volunteer program may be cut short or cancelled if work cannot be found indoors.

Plan on bringing your own lunch. You will have a half hour lunch break and two 15-minute rest periods. There are several fast food options in front and in back of the cemetery, but to maximize your rest time, a sack lunch is recommended. There is a refrigerator, water cooler, and a soda machine.

**For information on upcoming Saturday dates, contact staff at the phone number below:**

Mt. Hope Cemetery, 3751 Market Street. San Diego, CA. 92102 (619) 527-5473  
Volunteer Groups will meet promptly at 8:00 a.m. in front of the Administrative office.

From South Bay: Take the 805N, get off on Market Street and make a left. Mt. Hope is about five blocks on your left hand side. Admin Office is through the gate.

From N. County: Take 805S, get off on Market Street and make a right. Mt. Hope is about five blocks on your left hand side. Admin Office is through the gate.

## **Office Sites**

Office staff accepts Court Referred Volunteers that have the following offenses only: parking tickets, speeding tickets, riding the trolley without a ticket, breaking curfew, ditching school. The volunteer duties are office duties (filing, making copies, organizing storage areas and folding staff uniforms). Hours are Monday through Friday from 9:00 a.m. to 4:30 p.m. Volunteer Office 2130 Pan American Way San Diego, CA 92101 phone: (619) 533-4017.