The Parks and Recreation Department offers the following shifts for those workers ordered by a Court to perform voluntary community service:

Day shift	6:30 am – 3:30 pm	(2 for 1 hours may be earned for day shift only)
Night shift	3:00 pm – 11:30 pm	

These shifts are available 7 days a week. Scheduling availability is on a "first come – first served" basis. Due to limited space, it is strongly suggested that volunteers arrive at least thirty (30) minutes prior to the beginning of the desired shift.

Doors will be open between 6:30 am – 7:00 am and 3:00 pm – 3:30 pm.

The City of Allen ***will not*** take workers with the following offenses:

1) Assault with a deadly weapon;
2) Aggravated Assault with a deadly weapon;
3) Any sexually based offense; or
4) Any offense against children.

Offenses will be checked in the County database. If outstanding warrants are discovered during offense checks, law enforcement officers will be notified.

The street address for the Service Center is **900 S. Greenville Avenue**.
Driving directions: From IH-75, take the Bethany Road exit and turn East. Make a right (turn south) at the second signal light - Greenville Avenue (Highway 5). From the intersection, the Service Center is 1 block south on your right. Parking is on the east side of the building.

Requirements
1. Must have photo identification
2. Shoes or Boots only (no sandals)
3. Pants must be worn at the waist
4. All shirts must have sleeves
5. No holes in clothing

Not Allowed
1. Backpacks
2. Headphones
3. Use of cell phones during shift
4. Any offender under 14 years of age

Loss of Time Earned
The following infractions will result in Loss of Time Earned:
1. Leaving the shift early
2. Failure to sign out at the end of your shift
3. Failure to correctly report any information to Supervisor or crew leader
4. Failure to work to Supervisor's satisfaction

Contact information:
Roy Cuellar - rcuellar@cityofallen.org - Crew Leader 214-509-3351