

Policy Name: Volunteers
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To increase available services to the public and promote community involvement through volunteer opportunities with the Park District.

Reference: None applicable

Policy:

The District welcomes and encourages the use of volunteers by developing, operating and maintaining a volunteer program to increase available services to the public and foster community involvement in the maintenance of park and recreation programs.

This policy applies to volunteers who are working on projects or performing tasks sanctioned by the Park District, as opposed to “volunteers” who take it upon themselves to initiate work in parks or programs without District approval.

District Volunteers

Specific volunteer programs may vary depending on the program or division in which the volunteers are utilized. Overall guidelines are as follows.

Prior to providing service, volunteers will complete District paperwork and/or sign in sheets as needed depending on the type of volunteer project. (This could include volunteer applications, liability waiver forms, operation of vehicle check-out forms, etc.). Minors performing volunteer work for the District will require a liability waiver form from their parents.

Volunteers used to supplement Park District staff will be given a defined scope of duties and expectations for safe conduct and a positive representation of the District. This scope will include:

- Work duties assigned
- Any supervision responsibilities
- Training and orientation prior to performing work
- Personal protective equipment that will be provided by the District
- Name of District contact person for the project and information on how to reach him or her

The details of structured volunteer training sessions will be documented and include names of trainers, volunteer participants, content, date and time of sessions.

Prior to operating Park District vehicles, volunteers must be approved for use by completing the vehicle check-out procedure with District staff. They must also pass a driver background check.

Volunteers must have approval from authorized District staff prior to using any Park District power equipment.

Volunteers may be eligible for mileage and expense reimbursement, but must have prior approval from their District supervisor. When requesting reimbursement, volunteers must follow District reimbursement procedures detailed in the District’s personnel policies.

Volunteers are covered by the District’s liability insurance policy while providing authorized volunteer service within the scope of their assigned project, to the District. No other insurance coverage is provided.

Volunteers who work with young children or vulnerable adults without direct supervision must authorize the District to conduct a criminal background check on them. This must be completed before volunteer service begins.

The District and/or the volunteer may terminate this volunteer service at any time without cause.

Volunteer hours will be recorded and will indicate specific work times/activities as attested to by the activity supervisor.

Appropriate recognition extended by the Park District for these valuable community members should be an integral part of the District's volunteer program.

All records related to volunteers will be retained in accordance with the WA State retention requirements.

Community Service Organization Volunteers

An agreement will be written prior to working with community service groups that addresses responsibility for supervision of volunteers. These organizations will sign a waiver holding the District harmless for any injuries and claims resulting from their actions, and provide all necessary supervision of volunteers for the project. Organizations performing service to the District will be responsible for their own liability insurance coverage.

If the organization does not wish to accept responsibility for the supervision of its volunteers, the group's volunteers will complete the appropriate paperwork with the District and work as District volunteers under the District supervision as assigned. In this instance, minors will require a liability waiver form from their parents.