

Plainfield PARK DISTRICT



Volunteer Handbook

WELCOME

Thank you for volunteering with the Plainfield Park District!

Volunteers are vital to the success of many of our programs and events at Plainfield Park District. Your volunteering helps our entire community. Some of you are able to give many hours each year and others join us for a few hours; regardless, each contribution of time is important and appreciated.

We hope that you enjoy your volunteer experience.

You are important to the Park District, your friends, neighbors and our participants. We have a few ways to help you be a successful volunteer.

We like to dress appropriately.

There are many different volunteer opportunities at the Park District. Some opportunities may require volunteers to wear a Park District issued shirt or uniform and other opportunities may require volunteers to wear clothing that protects from certain elements and environments. We ask that while you volunteer, you follow the guidelines given for each volunteering opportunity. Consult the Park District if you have questions as to what constitutes appropriate attire.

We are friendly.

The Park District is committed to providing an environment in which all individuals are treated with respect and dignity. It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. Harassment and discrimination are not tolerated and should be reported to the Volunteer Coordinator or any Park District manager immediately.

Any employee or volunteer with questions or concerns about any type of discrimination is encouraged to bring these issues to the attention of Volunteer Coordinator or the Executive Director.

The successful business operation and reputation of the District is built upon the principles of fair dealing and ethical conduct of our volunteers.

The District does not discriminate in employment or volunteer opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, family status, or any other characteristic protected by law.

We are substance and tobacco free.

The District is committed to providing a safe work environment and to promoting and protecting the health, safety, and well-being of our employees, volunteers and participating patrons. Therefore, the consumption of, or being under the influence of alcoholic beverages or illegal drugs on District property, in District vehicles, or while attending to District business, is strictly prohibited.

In keeping with the District's intent to provide a safe and healthful work environment, smoking is prohibited in District buildings and vehicles. This policy applies equally to all employees, customers, visitors and volunteers.

We are dependable.

The Park District is grateful for your time and commitment. Staff relies on volunteers to help run successful programs. The District expects employees and volunteers to be reliable and to be punctual in reporting for volunteer hours. In the rare instances when volunteer cannot avoid being late to or are unable to volunteer as scheduled, they should notify the Volunteer Coordinator as soon as possible.

We want you to be continually involved.

The Plainfield Park District requires all volunteers to complete either a Plainfield Park District Volunteer Application (see attached form at end of booklet) or a Volunteer Online Form (found at www.plfdparks.org). All volunteers are also subject to a background check. The Park District will keep necessary information on file for recognition, recruiting, safety, and accounting purposes. Some examples of forms that will be maintained include:

- Volunteer Application Form
- Background Check
- Volunteer Hours Log
- Volunteer Handbook Acknowledgement

We want you to be part of our family.

All volunteers are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs and projects safe and enjoyable for all. Additional rules may be developed for specific programs or projects as deemed necessary by staff. All volunteers must comply with the basic behavior code. All volunteers shall:

- Show respect to all participants, staff and other volunteers.
- Follow rules and take direction from staff.
- Refrain from using abusive or foul language.

- Refrain from threatening or causing bodily harm to self, or others.
- Show respect for equipment, supplies and facilities.
- Not possess any weapons.
- Uphold rules, regulations and policies of the Plainfield Park District.
- Refrain from horseplay and violence.

We want you to be safe.

It is the Park District's intent to provide a safe environment for volunteers and the public. While serving the District, volunteers are expected to perform their assignments in a safe manner. Safety is a very important responsibility, and it is every volunteer's responsibility to act in a safe manner and take actions to keep themselves, fellow staff, volunteers, and the public free from harm. Carelessness, inattention, neglect and disregard for safety can result in accidents and injuries. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. In the event you identify a safety hazard or unsafe environment, report it to the supervising District employee immediately upon your discovery of such a condition.

Volunteers who must lift and/or carry heavy objects should seek assistance with any objects that the volunteer is unable to lift and/or carry. Lifting should be done using the volunteer's knees and not the back. Keep the back straight, head up, and keep the object close to the body. Refrain from twisting and contorting the body.

Notify the employee who is working on site and in charge of the project/event of any accident, injury, or damage caused or identified during the course of volunteering.

If smoke or fire is detected within a facility, follow posted evacuation routes and exit the building immediately. Remain at the assembly point until released by emergency crews.

There are a variety of volunteering opportunities in a variety of environments. Many volunteering opportunities are outdoors, which may at times present an uncomfortable or even hazardous environment. All volunteers are expected to work within their limitations and to place their personal health and safety first.

We want to recognize you.

The Plainfield Park District values each of our volunteers and we want to recognize your efforts.

In the spirit of continuous improvement, we are always looking for new and better ways to recognize our volunteers. We welcome your suggestions and feedback.

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Plainfield Park District Volunteer Handbook.

I agree that if there is any information in this handbook that I do not understand, I will seek clarification from the Volunteer Coordinator. I also understand that the information contained in this Handbook can be changed or discontinued by the Park District at any time, with or without advance notice. I understand and will comply with all provisions within this Handbook and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Handbook or any other Park District policy, ordinance, rule or guideline may subject me to being excused as a volunteer.

Volunteer Signature _____

Date _____

Print Name _____

Please sign and date this acknowledgment and return it to the Volunteer Coordinator prior to the date of your volunteer event.

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