



Wildwood Park District Volunteer Manual

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Welcome to the Wildwood Park District!

On behalf of the Commissioners and staff, welcome to the Wildwood Park District team. Thank you for volunteering with the Park District. We value your time and commitment and know that the community values it as well.

Your work is essential to the organization and our goal is to make your experience as enjoyable and rewarding as possible. We will do our best to make sure you are prepared.

Please, do not hesitate to contact Park District staff should you have any questions.

Thank you again for your efforts and we hope you enjoy your experience with the Wildwood Park District!

Sincerely,

Brandon Magnini

Brandon Magnini
Park District Manager

Wildwood Park District Mission and Vision

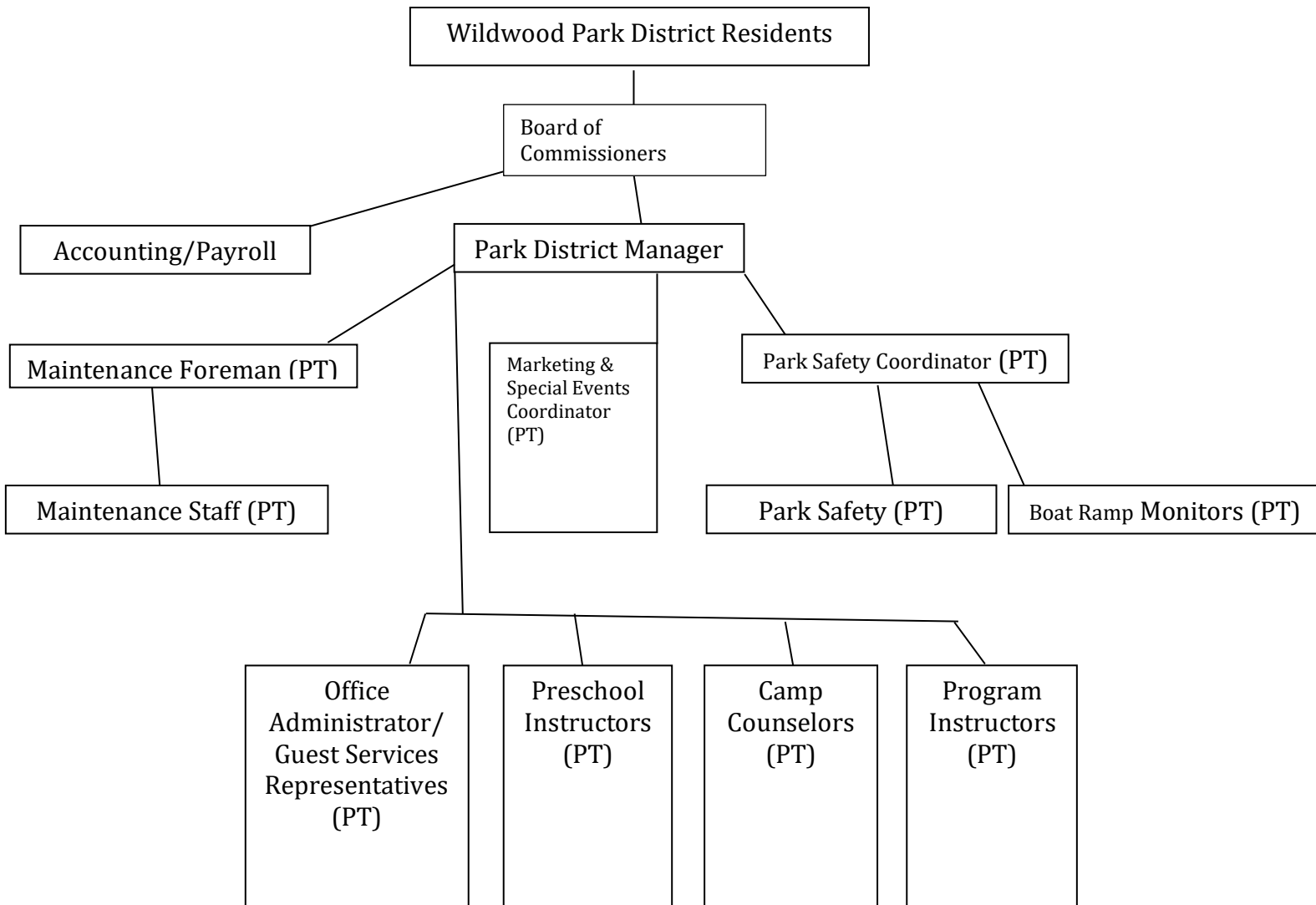
Mission Statement:

The Wildwood Park District conserves and protects natural resources and provides leisure opportunities for our community.

Vision Statement:

The Wildwood Park District works to enhance the lives of its residents through excellent recreational programming, services and facilities, while conserving natural resources and improving the parks and lakes.

Organizational Chart



Volunteer Job Description

Volunteers assist full-time staff, part-time staff, and other volunteers in the implementation of programs, maintenance, and/or clerical services.

Qualifications

Volunteers must be at least 14 years of age. Individuals under the age of 18 must have a signed parent consent form. Individual must be able to work well with participants and staff and are required to attend any scheduled volunteer trainings.

Duties and Responsibilities

1. Arrive at program site at least 15 minutes before the program begins and stay until your assignment is completed.
2. Notify your Supervisor if you will be absent before the program or as soon as possible in the event of an emergency.
3. Assist staff with a positive and enthusiastic attitude.
4. Assist and/or supervise the implementation of activities.
5. Ensure the safety of participants.
6. Never leave your group unattended.
7. Assist in keeping supplies and equipment in order.
8. Report all accidents or incidents to your Supervisor as soon as possible.
9. Respect the rights of the participant's confidentiality. Do not discuss publicly any situations or personal characteristics of a participant.
10. Never transport a participant in your car. By doing so, you are accepting all liability.
11. Display professional behavior at all times while representing the District.
12. Follow all Wildwood Park District policies and procedures.
13. Complete other duties as assigned.

Volunteer Conduct

As a volunteer, you are expected to conduct yourself in a manner befitting the Park District.

Guidelines:

- No foul language
- No threatening or causing bodily harm to self, or others
- Respect other volunteers, staff and patrons
- Respect for equipment, supplies and facilities
- No cell phone usage
- Have a positive attitude

Proper Dress & Appearance

Volunteers should be dressed appropriately at all times for the job they are performing.

Volunteers should be neat and clean at all times. Please avoid the following attire:

- Clothing that is torn, unkempt or dirty
- Baggy, low-riding pants

- Restrictive clothing (too tight pants, shorts or shirts)
- Low-cut clothing, tank tops or visible bra straps

Tattoos:

Tattoos cannot be offensive in nature (i.e. words including profanity and/or offensive symbols). Volunteers with offensive tattoos will be required to cover their tattoos while they work.

Body Piercings:

Any style of earring or jewelry that presents a safety hazard to you, Park District staff, other volunteers, or the public, as determined by the Park District, will not be allowed.

Attendance, Punctuality, and Dependability

The Park District is grateful for your time and commitment. Staff rely on volunteers to help run successful programs. Although we understand you are freely giving of your time, it is important that we maintain schedules and timelines to run smooth and successful events and programs for the community. We ask that you please arrive on time for your volunteer duties. In the event you are going to be late or absent, please call the appropriate supervisor.

Cellular Telephone Usage

Volunteers are not permitted to use their personal cellular telephones.

Policy Against Harassment

The Wildwood Park District Board of Park Commissioners, and employees are subject to state and local laws prohibiting discrimination and governing fair and ethical conduct as outlined in the Illinois Human Rights Act and Title VII (Civil Rights Act). Therefore, it is the policy of the Wildwood Park District that no employee, commissioner, volunteer or customer be should be subject to harassment of any kind. This includes sexual harassment, as well as harassment because of race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law. The park district recognizes its responsibility to all employees and those who do business with the Wildwood Park District, to maintain a working environment free from harassment. Please contact your Supervisor for a copy of the complete Harassment Policy if you would like to review.

Drug Free Workplace Policy

It is the policy of the Wildwood Park District to provide a safe, productive, and drugfree work environment. The use, sale, purchase, manufacture, distribution, dispensation, presence in one's system or possession of drugs or alcohol by any volunteer while on Park District premises, or acting on behalf of the Park District, is strictly prohibited. The Park District retains the right to excuse any volunteer from their service if there is suspicion and/or proof of a violation to this policy.

Tobacco Use

The Park District complies with the Smoke Free Illinois Act. The use of tobacco products including but not limited to cigarettes, cigars, pipes, and smokeless tobacco is prohibited inside of and within 15 feet of any of the Park District's facilities. Tobacco use is also prohibited while interacting directly with the public.

Abused and Neglected Child Reporting Act

The Wildwood Park District is committed to compliance with the Abused and Neglected Child Reporting Act (325 ILCS 5/4). Pursuant to this Act, mandated reporters are required to report or cause a report to be made to the child abuse hotline number, (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child may be neglected or abused.

As a volunteer, you are not considered a mandated reporter, but you are a representative of the Park District and may be faced with a situation in which a child feels comfortable confiding in you. If during your volunteer experience with the Park District you feel that a child is being abused or neglected, inform the Park District Manager immediately. Although you are not required to, you may contact the Child Abuse Hotline to make a report.

Weapon Policy

Volunteers are strictly prohibited from possessing or keeping any weapon at Park District events or on Park District property including parking lot. Weapons include visible and concealed weapons, including those the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual.

Safety

It is the intention of the Wildwood Park District to provide a safe environment for volunteers and the public. While volunteering, you are expected to perform your assignment in a safe manner.

Safety is very important, and it is every volunteer's responsibility to act in a safe manner and take actions to keep themselves, fellow 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.

General Safety Rules

1. Horseplay and fighting are not tolerated in the workplace.
2. Your Supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
3. Personal protective equipment must be used whenever work conditions warrant.
4. Park District vehicles and equipment are to be operated only by trained and authorized personnel.
5. Potential unsafe conditions or acts must be immediately reported to your Supervisor.
6. If there is any doubt about the safety of a work method, your Supervisor needs to be consulted before beginning volunteering.
7. All accidents, injuries and property damage must be reported to your Supervisor, regardless of the severity of the injury or damage.
8. All volunteers must follow recommended work procedure outlined for their job.
9. Any smoke, fire and unusual odors must be reported to your Supervisor immediately.

10. When working on or reaching for objects overhead, an appropriate ladder or step stool must be used. Climbing on boxes, buckets, chairs, etc. is prohibited.
11. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.

Accident/Incident Reporting

Any accidents or incidents that occur while you are volunteering with the Park District must be reported immediately to either the instructor or your Supervisor, in as much detail as possible. Accidents/Incidents include, but are not limited to:

- A patron is hurt
- A volunteer is hurt
- An employee is hurt
- Any time first aid is administered
- Property is damaged
- A Park District vehicle is damaged

Statements of Admission

If involved in or witness to an accident or injury, do not admit to liability or make a statement of admission on behalf of the Park District. Please direct any inquiries and concerns to your Supervisor.

Crisis Management

There is the potential for an unfortunate event to occur on Park District property or involve Park District activities that may draw attention and media interest. In order to provide an accurate and consistent message to the public of the events that took place, the Park District Manager will serve as our designated spokesperson and will provide information to the media. If approached by the media with an inquiry regarding an event, please direct them to the Park District Manager to acquire any information.

Right-to-Know

The Park District has developed a comprehensive Hazard Communication program to ensure that information on the hazards of chemicals used in our operations is communicated to appropriate individuals. Although volunteers are not expected to be exposed to such products or environments often, there may be times when this program would apply. In that event, the on-site Park District employee will have access to a copy of the Safety Data Sheet for all chemicals in use.

Reporting Hazardous Conditions

If a hazard or safety concern is identified, caution others by making the hazard known and notify a Park District employee immediately

Emergency Response Plans

Lightning

Warning will most likely be flashes at a distance or weather alert systems may be activated. Walk quickly to seek safe shelter if outdoors; if you are indoors, be sure to remain inside.

Tornadoes

If severe weather is imminent, listen to local weather forecasts for frequent updates. In the event of a tornado warning, seek shelter immediately. If inside of a building, go to the center of an interior room on the lowest level possible. If outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Stay in the shelter area until the tornado warning is terminated.

Fire

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.

Earthquake

The greatest threat during an earthquake is from falling debris. Earthquakes occur without much warning or notice. The first indication of an earthquake may be gentle rolling or shaking of the Earth and/or building. Seek cover immediately, kneel and cover your head with your arms. Shelter areas include, under heavy tables, desks, doorframes and against internal walls. Stay away from windows, overhead fixtures, wall mounted cabinets and shelves.

WILDWOOD PARK DISTRICT VOLUNTEER MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the Wildwood Park District Volunteer Manual. I agree and represent that I have read or will read the manual in its entirety. I understand that this manual has been developed as a reference guide for Park District volunteers. I also understand that the policies and rules contained in this manual can be changed or discontinued by the Park District at any time.

I understand and will comply with all policies within the manual and any and all other Wildwood Park District policies, rules and guidelines as distributed periodically.

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____

Print Name: _____

WILDWOOD PARK DISTRICT VOLUNTEER WAIVER & RELEASE

IMPORTANT INFORMATION

The Wildwood Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Wildwood Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Wildwood Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims.

Volunteer's Name (Printed): _____ Date: _____

Signature: _____

Parent/Guardian Signature (if under 18): _____