



VOLUNTEER PROGRAM

BAREFOOT BAY RECREATION DISTRICT VOLUNTEER PROGRAM CONTENTS

- A. Introduction
- B. Eligibility
- C. Request for Recruitment
- D. Application Procedures
- E. Background Investigation
- F. Departmental Responsibilities
- G. Volunteer Responsibilities
- H. Safety
- I. Policy Against Harassment
- J. Drug Free Workplace
- K. Confidentiality
- L. Employment
- M. Resignation/termination

BAREFOOT BAY RECREATION DISTRICT VOLUNTEER PROGRAM

A. INTRODUCTION

Barefoot Bay Recreation District Volunteer Program seeks to provide opportunities for volunteers to actively participate in and make a meaningful contribution to the operations of the District.

B. ELIGIBILITY

Any individual who wishes to contribute personal services to the District without expectation or receipt of compensation may be eligible for appointment as a District volunteer.

C. REQUEST FOR RECRUITMENT

It is the responsibility of the Department Manager or the staff liaison to notify Human Resources when volunteers are needed or when vacancies exist. Human Resources will then publicize the recruitment.

Announcements will be subject to a closing date (normally 30 days); however, can be publicized with an “open” closing date, which may be closed at any time, without prior notice.

D. APPLICATION PROCEDURES

- 1) All interested applicants shall complete a Volunteer/Community Services Application, which includes, but is not limited to the following forms:
 - a) Volunteer/Community Services Application
 - b) Background check authorization
 - c) Drug Testing Policy
 - d) General Safety Rules
 - e) Oath of Loyalty

E. BACKGROUND INVESTIGATION

Upon receipt of a Volunteer/Community Services Application the Human Resources Department will conduct a background investigation on the applicant to include, but not limited to:

- 1) Criminal History Check
- 2) Drug Test
- 3) Lift Test

Upon satisfactory completion of the background investigation, Human Resources will forward a copy of the application to the Department Manager or staff liaison notifying them that the volunteer has been cleared for appointment.

F. DEPARTMENTAL RESPONSIBILITIES

After the appointment of a volunteer, Department Manager or staff liaison shall:

- 1) Assign a Department Manager to closely work with and oversee the volunteer (for non-Commission appointed volunteers only)
- 2) Ensure that volunteers are provided orientation and their assignment explained in detail.
- 3) Provide instruction and training to ensure workers perform a task properly and safely.
- 4) Document and maintain records of specific training provided.
- 5) Provide supervision and instruction on District rules and requirements.
- 6) Keep the Human Resources Department informed as to the status of the volunteer's placement, any accidents or injuries, and continued use of the volunteer.
- 7) Provide recognition and show appreciation for the contributions of the volunteer on an on-going basis.

G. VOLUNTEER RESPONSIBILITIES

Volunteers have the responsibility to:

- 1) Obey applicable State and Federal laws, and District policies, procedures and guidelines.
- 2) Not appear for volunteer service under the influence of illegal drugs or alcohol.
- 3) Inform their supervisor or staff liaison at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair ability to perform volunteer duties;
- 4) Not go beyond the scope of assigned volunteer work, without authorization.
- 5) Refrain from repeating any confidential information obtained while volunteering with the District;
- 6) Perform duties in a safe manner.
- 7) Be professional and courteous to staff, other volunteers, and the public.

- 8) Be prompt, reliable and regularly attend assignments and dress appropriately.
- 9) Attend volunteer meetings and training, if scheduled.
- 10) Give the supervisor or staff liaison adequate notice, if unable to fulfill an assignment or commitment.
- 11) Immediately report to the supervisor or staff liaison any on-the-job injuries, illnesses or accidents.
- 12) Complete timesheets or logs, as requested.

H. SAFETY

Department Managers shall make sure that volunteers are thoroughly instructed and trained on how to perform tasks properly and safely. The District shall provide personal protective equipment, as required for the scope of work, and supervisors shall be responsible for providing adequate training in the proper use and care of equipment. All training shall be documented by department supervisors.

Volunteers are not allowed to drive District vehicles or operate equipment.

Volunteers shall immediately report any job-related injury, illness or accident, regardless of severity, to their supervisor or staff liaison.

I. POLICY AGAINST HARASSMENT

It is the policy of the District to foster and maintain a work environment that is free from discrimination and intimidation. The District will not tolerate harassment of any kind that is made by employees, volunteers, or members of the public. Employees and volunteers are expected to show respect to one another and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or members of the public. Examples of prohibited conduct include offensive remarks, comments, jokes or slurs pertaining to an individual's race, color, sex/gender, religion, age, national origin, disability or citizenship status.

If a volunteer observes harassment or feels they are being harassed, they should report the matter to their supervisor or staff liaison immediately, so the District can ensure that the conduct is stopped. If a volunteer is found to be in violation of this policy, they will be subject to corrective action, up to and including termination of volunteer status.

J. DRUG FREE WORKPLACE

It is the policy of the city to maintain a drug and alcohol-free workplace. The possession, use or trafficking of alcohol or drugs in the workplace poses unacceptable risks to the safe, secure and efficient operation of our organization and are strictly prohibited. A volunteer, who is found to be in violation of this policy, will be subject to corrective action, up to and including termination of volunteer status. Any volunteer using over-the-counter or prescription drugs during work time, which may impair the ability to perform the job, must notify his/her supervisor or staff liaison, prior to beginning work.

K. CONFIDENTIALITY

On occasion, a volunteer may witness an incident, be entrusted with information or have access to records or files deemed confidential in nature. It is the District's expectation that any volunteer privy to such information will respect and safeguard the trust and privacy rights of affected individuals. Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action or criminal prosecution.

L. EMPLOYMENT

The District has no obligation to place, interview or hire a volunteer for any paid position with the District.

M. RESIGNATION/TERMINATION

Volunteer placements are not permanent and may be terminated at any time, either by the District or the volunteer. A volunteer may be released from an assignment, if he/she fails to meet basic standards of professionalism set by the District and judged to be essential for performance. If resigning or if unable to perform a volunteer assignment for an extended period of time, volunteers are asked to give the District as much notice as possible.