

VOLUNTEER MANUAL



Discover the fun!

Welcome to the Champaign Park District!

On behalf of the Champaign Park District, I would like to welcome you to your volunteer assignment. I am confident that you will have a fun and rewarding experience here at the District, and I will be here to assist you in any way I can. I am confident you will make a great addition to our team!

This volunteer manual is designed to give you important and useful information that will assist you with your volunteer experience. Please keep it, and refer to it as questions arise. You will also receive information from your site supervisor that you should also keep with this manual.

The address and phone number of the Volunteer Department is:

Bresnan Meeting Center
706 Kenwood Road
Champaign, IL 61821
217/398-2550

I want to thank you for volunteering your time with us. If I can be of any assistance please feel free to contact me at any time.

With Warmest Regards,

David Genty
Special Events and Volunteers Coordinator
david.genty@cparkdistrict.com

Champaign Park District General Information

The Champaign Park District is a special district of local government that has its own financial and legal responsibilities. It is governed by five elected Champaign residents who give their services to the community. The Park Board of Commissioners holds its regular meetings on the second Wednesday of the month at 7:00pm at the Bresnan Meeting Center, 706 Kenwood Road. It is the purpose of the Champaign Park District to serve the leisure needs of our residents. The Champaign Park District's 60 parks total over 552 acres. Ten centers and facilities are available for a wide variety of recreation opportunities.

The Champaign Park District is organized into four separate departments. Operations and Maintenance is in charge of maintaining the facilities and the landscaping in the parks. Recreation is responsible for all recreation programs, special events, volunteers, cultural arts and the Virginia Theatre. Administration is in charge of all financial and clerical services for the district. Marketing is responsible for marketing, public information, and media relations.

Public Relations

Please remember that as a volunteer of the Champaign Park District, everything you say and do will be a direct reflection on the Park District. The public is very proud of the Park District and will report any behavior, dress, and/or conduct that they deem inappropriate.

The Champaign Park District takes patron complaints very seriously. If confronted by a patron, remember, it is not personal! Put the individual in touch with your volunteer supervisor. If that is not possible, get their contact information, assure them that someone will be in touch, and give their information to your supervisor.

Minimum Qualifications

- Must be at least 13 years of age with a parent or guardian present. Individuals under the age of 18 must have a signed parental consent form.
- Must be able to work well with patrons and staff.
- Must be able to follow directions.
- Must attend volunteer training.

Policies and Procedures

Volunteer Shifts

The volunteer supervisor for each area of the Champaign Park District maintains the exclusive rights to schedule volunteer shifts as he or she sees fit. Appropriate shift lengths for each individual volunteer will be determined solely by the volunteer supervisor.

Disciplinary Actions

When the conduct or ability of a volunteer is such that duties are not being performed satisfactorily, the immediate supervisor will begin disciplinary actions, which may include the following:

- Reprimand: The program instructor, maintenance supervisor, or facility supervisor will identify the problem with the volunteer and work with the volunteer to solve the problem.
- Dismissal: Volunteers may be dismissed by the program supervisor, maintenance supervisor, or the Special Events Volunteers Coordinator. Volunteers will be discharged for misconduct, inefficiency, or any other just cause.

Safety Policy

It is the intention of the Champaign Park District to develop, implement, and administer a safe and comprehensive loss control program. In all assignments, the health and safety of all is of utmost importance. Volunteers will be briefed about safety procedures before their assignment begins.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor must ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted as they arise, and accidents are investigated in a timely manner.

Bloodborne Pathogen Exposure Control Plan

The District has developed procedures that address possible exposure to blood and other potentially infectious materials.

Volunteers with first aid training may provide first aid up to the level of their training. Trained volunteers shall take necessary precautions to avoid contact with blood or bodily fluids by using gloves and other personal protective equipment. Volunteers without first aid training shall, contact a trained staff member to administer first aid.

Injures

- If the injury is minor, first aid will be provided by the site supervisor/program leader, or may be applied by the injured individual.
- If the injury is severe, paramedics will be immediately notified and the site supervisor will take the necessary precautions and address the medical situation.
- If blood is visible on any part of the participants'/staff's clothing, that part of the clothing must be removed and replaced with clean clothing. Participants/staff will not be allowed to return to a program with any blood on their clothes.

Volunteer Injuries

- Volunteers are NOT covered by workers compensation
- Volunteers' medical insurance is primary. Expenses not covered by volunteer's primary medical insurance may be covered up to \$5000 through the Park District at no cost to the volunteer.

General Safety Rules

- Horseplay and fighting will not be tolerated
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated
- Notify your volunteer supervisor if you are required to take medication which may cause drowsiness, and alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Notify your volunteer supervisor if there are any changes in your abilities to perform assigned tasks
- Equipment is to be operated only by trained and authorized personnel
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.

- Report immediately any potentially unsafe conditions or acts to your volunteer supervisor
- Consult with your volunteer supervisor before beginning work. If there is any doubt about the safety of a work method
- Report all accidents, near misses, injuries and property damage to your volunteer supervisor, regardless of the severity of the injury or damage
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal
- Follow all recommended work procedures outlined for their job, department and/or facility
- Maintain an orderly work environment
- Report any smoke, fire or unusual odors promptly to your volunteer supervisor
- Correct any potential slip or trip hazards you create or mark the area clearly before leaving it unattended
- Vehicle safety belts are required for all passengers in any Park District vehicle

Emergency Procedures

Fire Plan

In case of fire, follow the building evacuation plan at once. Be sure all participants are at least 200 feet away from the fire

Tornado and Severe Thunderstorm Plan

In case of tornado or severe thunderstorm, follow the building tornado plan. For outdoor programs, seek shelter at the nearest District facility and follow the building tornado plan

Lightning and Thunder Guidelines

If you see lightning or hear thunder, notify your volunteer supervisor, suspend activities for a minimum of 10 minutes and seek shelter at the nearest district facility

Smoking

Smoking is prohibited inside any Park District facility or within 15 feet of any entrance, window, or ventilation intake. Smoking is prohibited when working with participants or residents.

Champaign Park District Sexual Harassment Policy

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

The Champaign Park District does not tolerate harassment. Any volunteer believing him or herself to have been subjected to unwelcome sexual advances requests for sexual favors or other physical or verbal conduct of a sexual nature should immediately inform his or her volunteer supervisor or other Park District Manager. Volunteers found to have engaged in sexual harassment will not be permitted to continue as volunteers for the Champaign Park District.