

Champaign Park District

Volunteer Manual



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 supervisor that you should also keep with this manual.

The address and phone number of the Volunteer Department is:

Leonhard Recreation Center
2112 Sangamon Dr.
Champaign, IL 61821
217-398-2571
kari.hester@cparkdistrict.com

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.

Friendly Regards,

Kari Hester
Special Events and Volunteers Coordinator

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 personnel 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, and cultural arts and the Virginia Theatre. Administration is in charge of all financial and clerical services for the district. Public Affairs is responsible for marketing and public information, community outreach, and volunteers.

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.

Champaign Park District Volunteer Job Description

Champaign Park District Volunteer

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

Supervision

Volunteers are responsible to their immediate supervisor and the Special Events and Volunteers Coordinator.

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 or the Special Events and Volunteers Coordinator 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. Interact in a positive way with participants.
5. Assist and/or supervise the implementation of activities.
6. Insure safety of participants.
7. Assist in keeping supplies and equipment in order.
8. Notify staff of participant in need of first aid immediately.
9. Report all accidents or incidents to staff as soon as possible.
10. Respect the rights of the participant's confidentiality. Do not discuss publicly any situations or personal characteristics of a participant.
11. Display professional behavior at all times while on the job.
12. Follow all Champaign Park District policies and procedures.
13. Complete other duties as assigned.

Minimum Qualifications

1. Must be at least 13 years of age. Individuals under the age of 18 must have a signed parental consent form.
2. Ability to work well with participants and staff.
3. Ability to follow directions.
4. Attend volunteer training.

Policies and Procedures

Your Supervisor

A volunteer will take direction from paid staff. Address comments, suggestions, and concerns to the program instructor, building supervisor, maintenance staff, or the Volunteer Coordinator.

Evaluation

Volunteers will be evaluated upon request. We will be happy to provide you with feedback on your job performance and outline areas of strength and areas of growth. Prairie Farm volunteers will be evaluated.

Volunteer Training

Volunteers will receive pre-service training and orientation which will be conducted by program supervisors or the Special Events and Volunteers Coordinator

Dress and Appearance

1. Volunteers are to wear a volunteer T-shirt while working. The Champaign Park District will supply the volunteer T-shirts or other attire specified by the volunteer coordinator.
2. Coaches and recreation program assistants should dress neatly and according to the job duties they are to perform.
3. Cut-offs, spandex, or shorts with inappropriate advertisement are not permitted (alcohol, tobacco, etc).
4. Sweats and warm ups are permitted but must be free of rips or holes.
5. Shoes worn should be appropriate for all activities being conducted. Open-toe sandals or flip flops are not permitted.
6. Volunteers' dress and appearance shall present a positive image of the Park District.

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
- Dismissal is discharge made for misconduct, inefficiency, or other just cause. Volunteers may be dismissed by the program supervisor, maintenance supervisor, or the Special Events Volunteers Coordinator.

Rules and Regulations

Smoking

No smoking is permitted at the program sites, or when working with participants or residents. Smoking is permitted in designated areas only and is only allowed when on break. You must be 18 years of age or older to smoke.

Use of Intoxicants

No volunteer may consume or be under the influence of any intoxicant while on duty.

Health and Safety

All volunteers are covered by the Worker's Compensation Act. A volunteer injured on the job must notify his/her supervisor as soon after the accident as practical. An accident report must be submitted within 24 hours and returned to the Special Events and Volunteers Coordinator's office.

Volunteers should report any injury to program staff. A volunteer should NOT administer first aid. Staff has been trained in first aid, CPR, and in the Bloodborne Pathogen Policy.

Bloodborne Pathogen Policy

A regulation regarding bloodborne pathogens has been put into effect by O.H.S.A (Occupational Safety Hazard Association). This regulation requires the Park District to treat all blood and other potentially infectious materials as contaminated (possible HIV or Hepatitis B infected).

The Park District has developed an Exposure Plan which has to be followed in order to protect both staff and participants.

Volunteers should take precautions to avoid contact with blood or bodily fluids. Contact a trained staff for administering first aid.

Should an injury occur at a program site:

1. If the injury is minor, first aid will be provided by the site supervisor/program leader, or may be applied by the injured individual.
2. If the injury is severe, paramedics will be immediately notified and the site supervisor will take the necessary precautions and address the medical situation.
3. 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.

Safety Policy

It is the intention of the Champaign Park District to develop, implement, and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all should be an important consideration. 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 is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

Safety Precautions and Regulations

Well maintained first aid kits will be on hand at all program sites. First aid kits should accompany groups wherever they go.

Know where the participants are at all times. Take head counts frequently. Be aware of the surroundings. Check all equipment to be sure it is in working order. Note any safety concerns to your supervisor.

Fire

In case of fire, follow the building evacuation plan at once. Be sure all participants are at least 200 feet away from the fire. Once the building is clear, staff will call emergency fire number (911).

Weather

For outdoor programs, at the first sign of lightening, volunteers and paid staff are to stop the activity and move to a safe location.

In case of tornado, follow the building tornado plan. For outdoor programs, follow instructions from your immediate supervisor as to what procedure to follow.

Transportation

Under no circumstances are participants to be transported in personal automobiles.

Champaign Park District Sexual Harassment Policy

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, as a term or a condition of an individual's employment, advancement in position, or increase in wage or salary.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any and all activities described above are expressly prohibited. Any employee who feels that he or she has been subjected to any of the above described activity by his or her supervisor, by a fellow employee, the Executive Director, a Board Member, or any other person participating in Park District activities should report the incident immediately to his/her supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the Executive Director. If the Executive Director is involved in the activity, the violation should be reported to the Board President for investigation and appropriate action. All resulting investigations will be kept confidential.

Each department head will meet with his/her employees periodically to explain the provisions of this policy and to state the District's strong disapproval of such activity.

Any employee violating this policy will be subjected immediately to disciplinary action ranging from a written warning, to discharge, depending on the severity of the violation in each case.

The Executive Director and the Department Heads shall be responsible for the enforcement of this policy.

The Champaign Park District recognizes volunteers as employees in the above policy.

Champaign Park District Volunteer Checklist

Please initial and sign, and return to the Special Events and Volunteers Coordinator or your immediate supervisor within two weeks of your orientation. If checklist is not received within two weeks, you may not be permitted to volunteer.

Before volunteering I:

_____ Received a job description

_____ Received orientation and training.

_____ Was made aware of safety policies and procedures.

_____ Received a volunteer manual.

Volunteer Signature

Date

Parent/Guardian Signature (if Volunteer is under 18)

Date
