



**PARKS, RECREATION AND
COMMUNITY SERVICES**

Volunteer Handbook

12/13/2018



Welcome

Thank you for your interest in volunteering! This handbook has been produced to help keep you informed about the Parks, Recreation & Community Services Department goals, procedures and the benefits of volunteering.

We depend on volunteers to ensure the success of our events and programs throughout the year. Your work is important! Please don't hesitate to ask questions. Parks, Recreation & Community Services staff will gladly help. It is our goal to make your volunteer experience as meaningful as possible, while you give back to your community.

Parks, Recreation & Community Services Mission

The primary purpose of the Town of Sahuarita Parks, Recreation & Community Services Department is to create community through people, parks and programs. We do this by providing the public with a variety of activities, events, services and facilities.

Goals and Objectives

Volunteers are valuable supplements to Town of Sahuarita Parks, Recreation & Community Services staff. As such, volunteers shall have the right to be given meaningful assignments, to be treated fairly, to have effective supervision, and to be recognized for tasks performed. In return, volunteers agree to actively perform their assignments to the best of their abilities and to remain loyal to the goals, policies and procedures of the Parks, Recreation & Community Services Department.

Volunteers do not replace Department staff; rather they enhance our ability to achieve Department goals in accordance with Town priorities. We accept the service of volunteers with the understanding that such service is at the discretion of the Department. Volunteers agree that the Department may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Department. Likewise, the volunteer may, at any time, decide to sever the volunteer's relationship with the Department. Notice of such a decision should be communicated as soon as possible to and through the volunteer's assigned supervisor.

Volunteer Application Process

1. Interested person completes the Volunteer application form (found on web page).
2. Department staff will contact the applicant to discuss interests and placement.
3. After acceptance, the volunteer will sign up for a volunteer opportunity and/or work with an assigned supervisor to create a schedule. This will be done via e-mail in most instances.
4. The volunteer will participate in a brief orientation. This may take place immediately preceding volunteer opportunity.

Minors as Volunteers

Volunteers who are under the age of 18 must have the written consent of a parent or legal guardian on their volunteer application and/or parental permission form before providing any volunteer services.

Benefits to the Volunteers

Volunteers receive personal gratification by becoming involved in the community. The Department may honor volunteers at annual appreciation events. Volunteers may receive tokens of appreciation such as Town of Sahuarita shirts, caps, and other branded merchandise.

Reimbursement of Expenses & Acceptance of Goods/Food

Volunteers are not eligible for reimbursement of out-of-pocket expenses incurred while engaging in volunteer service and are ineligible to receive reimbursement related to travel to and from volunteer assignments. Volunteers may consume refreshments offered at the activities, events, or projects to which they are assigned. Volunteers may not drive Town of Sahuarita vehicles.

Volunteer Opportunities

- **Recreation**– Assist with instruction, programs, site preparation and administrative duties.
- **Special Events** – Help with concerts, festivals and activities.
- **Community Service** – Help with neighborhood outreach and activities
- **Parks**– (a) Park/Trail Stewards Program. Individuals or groups commit to a certain number of cleanups each year. A separate application and guide is available. (b) help with park inventory, preparation and improvements.

Our Commitment

The Parks, Recreation & Community Services Volunteer Program:

- Offers a positive and worthwhile experience
- Provides a flexible schedule
- Offers local students opportunities to earn education service
- Creates opportunities for Scouts
- Treats volunteers equally regardless of age, sex, color, race, gender, national origin, religious preference, political beliefs, or disabilities that do not prohibit performance of a volunteer
- Acknowledges the efforts and time of volunteers through various means of appreciation

Our Expectations

The Parks, Recreation & Community Services Department expects all volunteers to:

- Treat other volunteers and staff with respect. We are members of the same team and should work together to achieve common goals. If there is ever an issue with another volunteer, please notify a member of the staff for a change of duty or location. If there is a staff issue, please contact the Manager. The key is to treat people the way you would like to be treated.
- Practice good customer service skills. While volunteering with us, you are a representative of the Department. If you encounter a person that makes you uncomfortable, please contact staff to handle the situation for you.
- Be flexible when it comes to assignments and situations. Due to unexpected circumstances, you may be asked to change your assignment.
- Provide feedback. This helps us continue to improve the program, address issues and respond to volunteer needs.
- Do not smoke, eat or take personal calls during your assignment. Volunteers should take a break for these purposes.
- No alcohol consumption before or during your volunteer shift.
- Remove your volunteer tag, shirt and/or any other indication that you are involved with the Town of Sahuarita before and after shifts if going to businesses, restaurants, bars, etc.
- Come ready to serve and complete the duties assigned.
- Sign in and sign out for every assignment so that volunteer hours are counted.

Background Checks

Volunteers are subject to a background check. Volunteers who are assigned to programs involving the well-being of other participants on a regular basis will complete a background screening consisting of a sexual offender registry search and a criminal history search.

Disqualifying offenses may include:

1. Felony Offenses – kidnapping, aggravated burglary, carjacking, arson, drug related crimes, etc.
2. Sex Offenses – child molestation, sexual assault, rape, sexual battery, indecent exposure, child exploitation, etc.
3. Violent Offenses – murder, manslaughter, aggravated assault, robbery, an offense involving a weapon, etc.

Vehicles and Parking

The Town of Sahuarita is not responsible for loss or damage to your vehicle to and from volunteer assignments or while parked during your shift. The Town of Sahuarita expects volunteers to carry insurance on their own vehicles covering liability and all property damage. Volunteers are responsible for arranging their own transportation to and from assignments and finding appropriate parking.

Harassment

The Department intends to provide an environment that is pleasant, comfortable, and free from intimidation, hostility or other offenses which might interfere with volunteer performance. Harassment of any sort; verbal, physical or visual will not be tolerated.

Dress Policy

Volunteers are expected to present a neat, clean, and professional appearance. The Department will inform the volunteer of any specific dress related to the assignment.

Injuries

In case of an accident, please notify your supervisor immediately. The Town of Sahuarita extends Worker's Compensation to our registered volunteers. You may receive medical care for an injury sustained while performing volunteer duties for the Department, but only from an authorized medical provider.