



Volunteer Manual

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Plainfield Park District Volunteer Manual

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Plainfield Park District Volunteer Manual

WELCOME

Thank you for your interest in volunteering with the Plainfield Park District! Volunteers are vital to the success of many of our programs and events at the District. Without your help, we could not meet the needs of our community.

We will strive to make your experience challenging, enjoyable, and rewarding. Because a well-informed volunteer projects the best image of Plainfield Park District we have prepared this Volunteer Manual to provide you with an overview of the Plainfield Park District and your volunteer responsibilities. As a volunteer you will most likely come in contact with the public who are considered our customers. Your attitude towards them will make all the difference as to whether they will return or not and continue to participate in our programs. We hope that you will use your personality and knowledge to convey a good feeling towards the patrons you come in contact with.

In addition to making a difference in your community, we hope that you enjoy your volunteer experience. To that end, we want to give you the tools and information you may need as a District volunteer. We ask that you read this Manual and keep it for reference should you need it later. If you have any questions or concerns please contact the Manager/Supervisor you have been assigned to or the Recreation Supervisor, Kathy Scheiper at 815-436-8812

Plainfield Park District Facilities

Recreation/Administration Center
23729 West Ottawa Street Phone: 815-436-8813

Ottawa Street Pool
23820 West Ottawa Street Phone: 815-436-3314

Prairie Activity Recreation Center
24550 West Renwick Road Phone: 815-436-8812

Streams Recreation Center
24319 Cedar Creek Lane Phone: 815-436-8829

Normantown Equestrian Center
12151 South Normantown Road Phone: 815-254-1950

Plainfield Township Community Center
15014 South Des Plaines Street Phone: 815-436-2029

Park District Website: www.plfdparks.org

OUR MISSION

The Plainfield Park District seeks to enhance lives through equitable and accessible exceptional recreation opportunities for all.

OUR VISION

We aspire to be innovative, diverse, and inclusive in administration, recreation and preservation.

OUR VALUES

Our Values center on:

Community

- A commitment to working together in partnerships for betterment of the community
- Development of an understanding of the recreational needs of the community
- Effective communication across useful avenues to reach the community

Fiscal Responsibility

- Wise spending practices
- Strategic budgeting process
- An understanding of local economy

Stewardship of Natural Resources

- The preservation of open space
- The development of parks in a respectful manner
- A strong commitment to green and sustainable approaches and opportunities
- To be leaders in sustainability

Health & Wellness

- Promotion of a lifestyle of fitness for different segments of the community
- Provide programs that fulfill the needs and desires of a healthy community
- Ensure recreational opportunities for healthy living with wellness partnerships

Diversity, Equitability, and Inclusiveness

- Recognize and understand that diversity in the community brings great richness to the quality of life within our District
- Be committed to expanding our awareness of and sensitivity to the importance of diversity
- Continue to create an inclusive and welcoming parks system for all our residents and visitors to enjoy facilities, amenities, and programs
- Continual commitment to actively lead, partner, and support community initiatives that promote structural change

CONTACT INFORMATION

Plainfield Park District	815-436-8812
Emergency	911

Other Public Safety Contacts

Plainfield Police (non-emergency)	815-436-6544
Plainfield Fire Department (non-emergency)	815-436-7096

Plainfield Park District Staff Contacts

Recreation Supervisor Special Events	815-436-8812 x 2790
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Director of Recreation	815-436-8812 x 2708
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For a detailed staff Directory visit our website at www.plfdparks.org

Chain of Command

All volunteers should contact their assigned supervisor if any issues or concerns arise. If the supervisor is unavailable contact Recreation Supervisor Special Events. In her absence contact Director of Recreation.

IMPORTANT INFORMATION

How to Volunteer

The first step for anyone interested in volunteering is the district's Volunteer Application form. All volunteers must fill out an application form, which includes a waiver and release. All on-going volunteers and volunteers who may be unsupervised with participants are subject to a background check. Park District staff will follow up with all interested volunteers. Depending on your area of interest, additional information may be requested.

Once appropriate paperwork has been completed on-going and seasonal volunteer opportunities will be sent out via email.

Groups interested in volunteering should contact the Recreation Supervisor Special Events directly and the group leader should complete the application on behalf of the group.

Proper Dress and Appearance

There are many different volunteering opportunities through the district. Some opportunities may require volunteers to wear a district issued shirt or uniform and other opportunities may require volunteers to wear clothing that protects from certain elements and environments. We ask that while you volunteer, you follow the guidelines given for each volunteering opportunity.

Attendance, Punctuality, and Dependability

The 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.

Abused and Neglected Child Reporting Act

The 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 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 supervising district employee immediately. Although you are not required to, you may contact the Child Abuse Hotline to make a report.

Non-Discrimination and Anti-Harassment

The district is committed to providing an environment in which all individuals are treated with respect and dignity.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the district, as well as anyone using the district's facilities, to refrain from sexual and other harassment. Harassment and discrimination are not tolerated and should be reported to the Volunteer Coordinator or any district manager immediately.

Drug & Alcohol Free

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

Smoke Free Illinois Policy

The district complies with the Smoke Free Illinois Act. The use of tobacco is prohibited inside of and within 15 feet of any of the district's facilities.

Definition – "Tobacco" is defined to include any lighted or unlighted cigarette, including but not limited to clove, bidis, or kreteks, electronic or e-cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking products; and any smokeless, spit or spit-less, dissolvable or inhaled tobacco products, including but not limited to dip, shew, snuff or snus, in any form; and all nicotine delivery devices that are not FDA-approved as cessation products.

Weapon Policy

Volunteers are strictly prohibited from possessing or keeping any weapon at district events or on district property including parking lot. Weapons include visible and concealed weapons, including those the owner has necessary permits.

Evaluation

An informal evaluation of a volunteer work is held periodically. This is done to avoid concerns and to assist the volunteer in successfully carrying out his/her assignment. The Park District distributes evaluations to participants after programming; if needed, your supervisor will share any information that pertains to your volunteering.

Volunteer Records

The district requires all volunteers to complete either a Plainfield Park District Volunteer Application available on-line or in hard copy. On-going volunteers over the age of 18 that are in contact with program participants are required to complete a criminal background check. Youth sports volunteers are required to complete a criminal background check.

The district will keep necessary information on file for recognition, recruiting, safety, and accounting purposes. Some examples of forms that will be maintained include:

- Volunteer application/terms & agreement
- Criminal Background Check
- Training roster (if applicable)
- Letter documenting volunteer service (if applicable)
- Volunteer Handbook Acknowledgement
- Other paperwork that may be required by the volunteer's position

Volunteer Behavior

All volunteers are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs and projects safe and enjoyable for all. Additional rules may be developed for specific programs or projects as deemed necessary by staff.

The district insists that all volunteers comply with the basic Code of Conduct. All volunteers and participants shall:

1. Show respect to all participants and staff.
2. Take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, or others.
5. Show respect for equipment, supplies and facilities.
6. Not possess any weapons.

Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff. Failure to comply with this Code of Conduct may result in removal from a program or event.

SAFETY & RISK MANAGEMENT PROCEDURES

Training

All volunteers will receive appropriate instruction from their assigned supervisors prior to performing their volunteer tasks. Any questions should be directed to the assigned supervisor or the volunteer coordinator.

General Safety Rules

It is the district's intent to provide a safe environment for volunteers and the public. While serving the District, volunteers are expected to perform their assignments 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.

In the event you identify a safety hazard or unsafe environment, report it to the supervising District employee immediately upon your discovery of such condition.

Lifting/Carrying

Volunteers who must lift and/or carry heavy objects should seek assistance with any objects that the volunteer is unable to lift and/or carry. Lifting should be done using the volunteer's knees and not the back. Keep the back straight, head up, and keep the object close to the body. Refrain from twisting and contorting the body.

Accident/Incident Reporting

Notify the employee who is working on site or in charge of the project/event of any accident, injury, or damage caused or identified during the course of volunteering.

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 district. Please direct any inquiries and concerns to the Risk Manager.

Crisis Management

There is the potential for an unfortunate event to occur on district property or involve 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 Executive Director, or designee, 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 Executive Director to acquire any information.

Right-to-Know

The 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 district employee immediately.

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.

Severe Weather

There are volunteering opportunities in a variety of environments. Many volunteering opportunities are outdoors, which may at times present an uncomfortable or even hazardous environment. All volunteers are expected to work within their limitations and to place their personal health and safety first. The following procedures can be used as a guide to better protect from severe weather.

Hot Environments

- Know signs & symptoms of heat-related illnesses.
- Monitor yourself.
- Block out direct sun or other heat sources.
- Drink plenty of water.
- Avoid beverages which contribute to dehydration such as coffee and tea.
- Take frequent breaks.
- Wear lightweight, loose-fitting, light-colored clothing. Remove saturated clothing.
- Get plenty of rest.

Cold Environments

- Know the signs & Symptoms of cold-induced illnesses.
- Keep clothing clean.
- Avoid overheating.
- Wear clothes loose and in layers.
- Keep clothes dry. Remove saturated clothing.

Tornado

Tornadoes are a local storm of short duration formed by high speed rotating winds. 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. Be aware of the potential for flooding. Stay in the shelter area until the tornado warning is terminated.

Lightning

If lightning is observed, thunder is heard, or a lightning warning system is sounded, all work must be suspended and volunteers should seek appropriate shelter. If possible, seek shelter in a building or fully enclosed vehicle with the windows completely shut. Remain in the shelter area for 30 minutes after the last sign of lightning or sound of thunder.

Medical Response

In an emergency, call 911. Next, as soon as possible, call the appropriate volunteer supervisor. In the event anyone is injured or is affected by an illness, volunteers are not required to administer first aid and/or CPR. However, if a volunteer chooses to provide first aid, it should be consistent with their comfort level and training.

Always contact 911 immediately in the following situations:

- The injury or illness requires care greater than you are able to provide.
- You feel uncomfortable with the situation. If any doubt exists, it is recommended to err on the side of caution and contact the local paramedics who can use their advanced medical training to determine what treatment is needed.
- A head injury has occurred. Head injuries have the potential to be very serious without visible or easily identifiable symptoms. It is best if a medical professional evaluates an injured person.
- If the injured or ill person is unable to drive themselves and a relative or friend cannot be reached. Under no circumstances should a volunteer transport participants or patrons to a medical facility, to their home, or any other location.

Communicable Disease

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis. The district follows the philosophy of universal precautions, which means all human blood and certain human body fluids are treated as if known to be infectious for bloodborne pathogens. It is critical to use protective barriers to better protect from exposure to bloodborne pathogens.

Volunteer Medical Accident Coverage

If a volunteer is injured while performing volunteer duties, the Plainfield Park District provides up to \$5,000 of supplemental medical insurance coverage for expenses not covered by the volunteer's personal health insurance. This coverage is managed and administered by the Park District Risk Management Agency (PDRMA).

Following an injury, the volunteer should promptly complete an accident report and submit it to the appropriate volunteer supervisor. The report will then be forwarded to Human Resources for processing. Contact the Human Resources department for assistance in filing a claim with PDRMA.

VOLUNTEER RECOGNITION

All volunteers will be recognized within their service areas appropriately through small tokens of appreciation.

Students who need proof of service hours receive a letter documenting their hours upon completion of their volunteer commitment when requested.

All volunteers are invited to a volunteer appreciation event each year to honor their service and provide an experience of fun, food, and socializing.

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VOLUNTEER MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the Plainfield Park District Volunteer Manual. I agree that if there is any information in this manual that I do not understand, I will seek clarification from the Recreation Supervisor of Special Events.

I also understand that the information contained in this Manual can be changed or discontinued by the Park District at any time, with or without advance notice.

I understand and will comply with all provision within this Manual and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, ordinance, rule or guideline may subject me to being excused as a volunteer.

Volunteer Signature: _____

Date: _____

Print Name: _____

Please sign and date this acknowledgment and return it to the Recreation Supervisor of Special Events.

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VOLUNTEER APPLICATION

Prairie Activity & Recreation Center, 24550 W. Renwick Rd., Plainfield IL 60544 | 815-436-8812

First Name: _____ Last Name: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Email Address: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact or Parent / Guardian Information (for applicants under 18 years old)

First Name: _____ Last Name: _____

Relationship to you: _____

Phone Number: _____

***Please note that volunteers may be required to complete background checks.**

Are you 18 years or older? YES NO

Have you been convicted of or found to be a child sex offender? YES NO

*If yes, discontinue filling out the application. We cannot accept you as a Plainfield Park District Volunteer.

Please mark the area you are most interested in volunteering:

- SPECIAL EVENTS VOLUNTEER
- SPORTS COACH VOLUNTEER
- EQUESTRIAN CENTER VOLUNTEER

All volunteers are required to have experience with horses. Please explain any/all previous experience you have:

- OTHER (EX. Parks, Active Adults, Early Childhood, Dance)
Please state area: _____

Have you volunteered for the Park District before? Yes No

When are you available to volunteer? Place an X in time slots when you would be available:

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Evening						

PLAINFIELD PARK DISTRICT VOLUNTEER STAFF MEMBER TERMS AND CONDITIONS

By accepting a volunteer assignment, you also agree to the following terms and conditions.

- I understand and agree that the Plainfield Park District is relying on my promise to volunteer as scheduled, and accordingly, I must be available for my particular assignment as scheduled. I shall attend any on-the-job training sessions as requested or required by the Park District.
- I understand that as a volunteer staff member, I will receive no compensation for my services. I understand that I may be assigned to work together with paid employees of the Park District.
- While on assignment as a volunteer, I shall not engage in religious or political activities, or any unauthorized commercial activity. I shall abide by all other standards of conduct as outlined in policies established by the Park District.
- I confirm that I do not, shall not, have authority to incur obligations on behalf of, or otherwise bind the Park District.
- I understand that there may be media coverage of events at Park District facilities. I agree that I shall not grant radio, tv or press interviews, or otherwise initiate or accept media contact relating in any way to the Park District. Should my likeness be photographed, taped, or otherwise recorded by the Park District or the media, I irrevocably consent to the reproduction and use of such photography, tapes or other recordings without compensation to me and hereby assign any rights I may have to the Park District.
- I hereby assign to the Park District all right, title, and interest in and to any work product developed or created by me for the Park District in connection with my services as a volunteer staff member. I acknowledge that this assignment further extends to any all profits derived from the sale, use or other application of any such work product or part thereof.
- I agree that I will not hold the Park District, its employees, agents, sponsors, donors, volunteers, or Board of Commissioners responsible for any injuries or losses I might incur while performing volunteer assignments for the Park District. I hereby release and agree to indemnify and hold harmless the Park District, its employees, agents, sponsors, donors, volunteers or Board of Commissioners against any all claims, demands and causes of action for damages brought by me or by any party on my behalf. The release is intended to be binding on my heirs and assigns.

I agree to notify and update the Park District of any changes to the information provided. I understand that:

- The Park District may conduct a criminal background check to verify the information provided.
- The decision of the Park District to accept or reject my application is final.
- The position of volunteers is an "at will" relationship and may be terminated by the Park District at any time.
- This form must be completed in full for my application to be considered.
- All information provided by me will be kept confidential and will not be disclosed without my approval.

By my signature below, I verify, under penalty of perjury, that I have read and understood the above. Further, I verify that the information I have given is true and complete. I also confirm that I have read and understood all the terms and conditions of this application and agree to be bound by them, and I authorize the Plainfield Park District to conduct a criminal background check.

Print Name: _____ Date: _____

Signature: _____

If under 18 years old

Parent / Guardian Print Name: _____ Date: _____

Parent / Guardian Signature: _____



AUTHORIZATION FOR RELEASE OF CRIMINAL BACKGROUND INFORMATION

I, _____, born on _____, Year _____, understand that, as a part of the application process for employment with the Plainfield Township Park District, pursuant to 70ILCS 1205/8-23, that I am required to authorize the Plainfield Township Park District to investigate my criminal background to determine if I have been convicted of any of the criminal offenses listed in the above Act, or have been convicted of a felony within seven (7) years of this application for employment, or have committed or attempted to commit any act in any other jurisdiction that, if committed in the State of Illinois, would be punishable as a felony.

I further understand that the information that the Plainfield Township Park District will be requesting from the Department of State Police of Illinois will be used solely for the consideration and evaluation of my application for employment with the Plainfield Township Park District, and such information will not be disclosed to any person not involved in the evaluation process.

I further understand that, if my criminal background investigation reveals that I have been convicted of any of the enumerated offenses in the above referenced Act, or have committed or attempted to commit an act that would, if committed in this state, would be punishable as one or more of the offences listed in the above Act, I will not be considered for employment with the Plainfield Township Park District.

By affixing my signature to this document, I hereby authorize the Plainfield Township Park District to investigate my criminal background to the extent described herein.

Signature

Date _____ MM/DD/YYYY

If under 18 years old:

Parent/Guardian Print Name _____ Date _____

Parent/Guardian Signature _____

Please Complete Reverse Side of Form

