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## ***Volunteer Application Process***

1. Applicants must review and complete the following forms which may be found online at [bataviaparks.org](http://bataviaparks.org) under Get Involved/Volunteering: Volunteer Application, Volunteer Waiver and Release Form, Volunteer Handbook, and Handbook Acknowledgement. If the applicant is unable to complete the forms online, applications will also be available at the Civic Center front desk at 327 W Wilson St. Applicants may also choose to download and sign a printed copy and either email to Lynn Boerman, Director of Talent & Culture, at [lynnb@bataviaparks.org](mailto:lynnb@bataviaparks.org), fax to (630) 879-9537, or drop off at 327 W. Wilson St.
2. The Director of Talent & Culture will forward the application to the appropriate department head who will determine which staff member will work with the volunteer.
3. In accordance with District policy, volunteers 15 years of age and older are required to have a criminal history background check. The District will pay for the background check and provide the proper paperwork. For confidentiality purposes, the completed background check form and results will only be seen by the Director of Talent & Culture.

## VOLUNTEER APPLICATION

Thank you for your interest in being a volunteer. Please complete this form and submit it to Lynn Boerman, Director of Talent & Culture, at [lynnb@bataviaparks.org](mailto:lynnb@bataviaparks.org) or fax it to (630) 879-9537. Completion of this application does not guarantee a volunteer position. You will be added to our Volunteer Database and be contacted as volunteer opportunities become available.

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email address: \_\_\_\_\_

Have you volunteered with this agency before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please describe any relevant education, employment experience, volunteer experience, training, special skills or interests (You may submit a resume.):

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Please mark the areas in which you would like to volunteer:

- Special Events       Depot Museum       Parks       Senior Citizen Activities
- Athletics Coach [sport(s)] \_\_\_\_\_       Other \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted as, or found to be, a child sex offender? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list the name and phone number of two non-family personal references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Please list the days and times you are available to volunteer:

Days/Hours: \_\_\_\_\_

Days/Hours: \_\_\_\_\_

By submitting this application, I affirm the facts set forth in the application are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may lead to the immediate end of my ability to volunteer with the agency.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Are you 18 or over?  Yes  No

By my signature, I certify that I am the parent or legal guardian of this minor volunteer. I further certify that I have read, understood and consent to all stipulations of the above disclaimer and volunteer agreement and give my permission for the minor applicant to serve as a volunteer for the Batavia Park District.

Parent/Guardian Signature (if under the age of 18): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*It is the policy of Batavia Park District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other legally protected basis. Please advise if you need any accommodation to participate in the application process.*

## EMERGENCY CONTACT INFORMATION

Please list two individuals to notify in the case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

## VOLUNTEER WAIVER AND RELEASE

Please read this document carefully so that you fully understand your rights and responsibilities as a volunteer. **Participation will be denied if the signature of the volunteer and date are not on this waiver.**

I agree to serve as a volunteer for the Agency. I understand that my volunteer service with the Agency may be ended for failure to adequately perform my volunteer duties, for improper conduct while serving as a volunteer, or for any other lawful reason. I also acknowledge that the Agency recommends each person carry their own medical accident insurance, since worker's compensation benefits are not available to volunteers.

### IMPORTANT INFORMATION

The Batavia Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Batavia Park District continually strives to reduce such risks and insists that all volunteers follow safety rules and instructions that are designed to protect the volunteers' safety. However, volunteers and parents/guardians of minors volunteering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs, whether as a volunteer or participant.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the volunteer is pregnant, disabled in any way or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

### WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant and, consequently, volunteers. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when volunteering in any recreational activity. All hazards and dangers cannot be foreseen. Depending on the particular activity, certain risks, dangers and injuries may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and other risks inherent to the particular activity. In this regard, it is impossible for the Batavia Park District to guarantee absolute safety.

### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up to volunteer in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of volunteering in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Batavia Park District, including its officials, agents, employees, and other volunteers.

**I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If applying on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

\_\_\_\_\_  
Volunteer Name (Printed)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian must sign if volunteer is under age of 18

\_\_\_\_\_  
Date

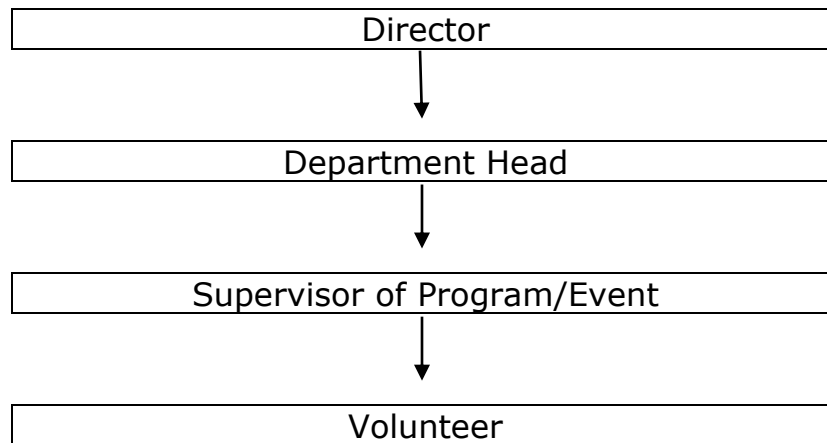
## **Welcome**

Welcome to the Batavia Park District! Thank you for choosing to volunteer with us. Every volunteer is vital in helping us achieve our goals as we continue to grow. We appreciate the valuable resources you bring to us and your commitment and dedication to support our mission.

## **Mission Statement**

The Batavia Park District is committed to providing fun, safe and innovative open space and recreational opportunities that will enrich the quality of life for our residents.

## **Volunteer Chain of Command**



## **Code of Conduct**

The Batavia Park District is committed to providing a safe and enjoyable environment for participants in recreation programs and events. Participants are expected to adhere to fair and safe conduct guidelines. These guidelines apply to the safety of participants, the general public, employees, and volunteers of the Batavia Park District.

A safe environment is where participants, staff, volunteers and the general public are free from physical harm. It is anticipated that some participants may require assistance to participate in the recreation program. This assistance may include accommodations, which will assist participants with unusual behaviors in order to maintain a safe environment for all.

The following actions are prohibited at Batavia Park District facilities and parks:

- Hitting, kicking or throwing objects.
- Inappropriate sexual touching.
- Creating a risk of contagion or illness, whether intentional or not.
- Bringing a weapon to a program or activity or acting in a manner which exposes the participant or others to danger.
- Extreme verbal abuse
- Fighting
- Any other unacceptable behavior including inappropriate dress

Any violation of these guidelines may result in removal of the participant from the activity for a short period of time, removing the participant from the activity for the remainder of the day,

suspending participant for the next program meeting, and suspending participant for the remainder of the program season.

## ***Volunteer Policies and Guidelines***

**Harassment:** Any type of harassment is not tolerated. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law.

**Discrimination:** It is District policy to recruit, accept and discipline all volunteers without regard to race, color, age, religion, gender, political belief, national origin, physical or mental handicap unrelated to job requirements, ancestry, marital status, veteran status or unfavorable discharge from military in accordance with state law and, where applicable, federal law.

**Public Relations:** Volunteers are representatives of the District and should be courteous to the public, other volunteers and District staff and represent the District in a positive manner. Volunteers should not make any statements against the interest of the District such as admitting fault in the case of an accident.

**Training:** All volunteers will receive training in their positions, including safety policies and procedures, and receive an orientation of the work detail on or before the scheduled day of the event.

**Substance Use:** The District is committed to providing a safe work environment. Therefore, it is required that volunteers shall not be under the influence of drugs or alcohol while volunteering.

**Political or Religious Activity:** All employees and volunteers of the District are subject to the provisions of Section 12(a) of the Hatch Act which prohibits using official authority to: 1) interfere with or affect the results of an election or a nomination for office; or 2) directly or indirectly coerce any officer or employee to make any form of political contribution, or be a candidate for elective office.

**Solicitation, Selling and Peddling:** No person or organization outside of the District shall expose or offer for sale to the general public any article or thing, or conduct or solicit any business, trade or occupation or profession without a valid concession contract approved by the Executive Director.

**Volunteer Suggestions and Grievances:** Volunteers who have grievances or suggestions for the improvement of the volunteer opportunities within the District are encouraged to relay them in writing to the Director of Human Resources and Risk Management.

**Recruitment of Volunteers:** Volunteers are recruited via social media, the District website, brochures, pamphlets, local publications and word of mouth.

**Volunteer Appreciation:** Volunteers are invited to several volunteer appreciation events each year to honor their service and provide an evening of fun, food and socializing. Depending on the event, volunteers will receive t-shirts and/or other Park District giveaways.



## **VOLUNTEER HANDBOOK ACKNOWLEDGEMENT**

I acknowledge receipt of the Batavia Park District Volunteer Handbook. I am aware that if there is any information I do not understand, I may seek clarification from my Park District contact.

I also understand that the information contained in this handbook can be changed at any time without advance notice.

I understand and will comply with all of the information that it contains. I further understand that violating any policy or procedure within this handbook or any other Park District policy, ordinance, rule, or guideline may subject me to being dismissed as a volunteer.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_