



## South Windsor Parks & Recreation Volunteer Handbook

### **Application**

Each prospective volunteer is required to complete an application.

### **Interview**

We are excited to have you volunteer with us! You may be required to come in for an interview prior to approving your volunteer application. The team member will take this opportunity to get to know the volunteer and to assess qualifications, skills and personal preferences as to the type of work to be performed.

### **Training**

Each supervisor or designated staff member will train the volunteer for the specific job. Training will include personal instructions on the skills, knowledge and specific information needed to perform the job in a competent and safe manner. Some positions will not require training until the day of.

### **Volunteer Responsibilities**

Volunteers are responsible for notifying their supervisor if they cannot work at the agreed-upon time. Your supervisor will give you the phone number to call when reporting an absence. When leaving a message to report an absence, please clearly state your name, the name of your supervisor and the day(s)/time you will be absent. An email is acceptable two or more days ahead of the scheduled time.

### **Volunteer Code of Rules and Ethics**

1. Smoking or use of tobacco products is not permitted.
2. Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated.
3. Volunteers shall not use profanity.
4. Volunteers shall treat patrons of all races, religions, and cultures with respect and consideration.
6. All property of the South Windsor Parks & Recreation Department is for Department use only.
7. All information on patrons, volunteers, and staff is confidential and may not be shared. In the same spirit, the department honors the confidentiality of information regarding volunteers.

### **VOLUNTEER RIGHTS AND RESPONSIBILITIES**

#### **As a volunteer it is your responsibility to:**

- ◆ Accept a position that is suitable to your skills and ability.
- ◆ Follow SWPRD Code of ethics, mission statement and policies.
- ◆ Fulfill your time commitment by reporting on time and staying for your scheduled shift.
- ◆ In cases of emergency or illness notify your supervisor early enough that a substitute can be found if needed.

- ◆ Be considerate, respect the competencies of others and work with the staff and other volunteers.
- ◆ Adhere to town rules and procedures.
- ◆ Uphold Volunteer Code of Rules and Ethics.
- ◆ Always be respectful and polite to all patrons and staff.
- ◆ Perform the duties that have been assigned to you to the best of your abilities.
- ◆ As a volunteer it is your right to:
- ◆ Be provided with training and staff coordination for the job you accept. (if needed)

**The Department has the right to:**

- ◆ Decline acceptance of a prospective volunteer if the person seems unsuitable for the position, and to refer him/her to alternative volunteer opportunities with other institutions.
- ◆ Know that you will fulfill your assignment as agreed upon or you will notify staff in advance when you cannot.
- ◆ Expect you to ask for a change in job position if it is too demanding or not meeting your expectations.
- ◆ Release a volunteer after two unscheduled absences.

**As a volunteer to the South Windsor Parks & Recreation Department or as a parent of a volunteer under the age of 18 years old, I (we) understand and agree to the following and agree to the following:**

1. **I have read and understand the Volunteer Handbook, and agree to abide by the policies and procedures set forth in it.**
2. **I certify that I am capable of performing duties set forth in my job description and know of no condition, which would preclude my performance of those duties.**
3. **I will maintain my commitment for the agreed upon house of service as a volunteer.**
4. **I will demonstrate professional behavior while volunteering.**

<p>I have read, understand and agree to the above release, authorization and agreement.</p> <p>Date: _____</p> <p>Volunteer Signature: _____</p> <p>Print Name: _____</p> <p><b>Volunteers under 18years old:</b></p> <p>Date: _____                      Parent Signature: _____</p>	
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