

The Volunteer Program's mission is to provide the opportunity for people to take pride in their community, to actively contribute and to enhance the character and quality of Denver Parks.

VISION" "BUILDING COMMUNITY WITH DENVER PARKS AND RECREATION"

#### Goals:

- ✓ To provide and maintain a safe experience and working environment
- ✓ To provide a variety of opportunities for volunteer involvement
- ✓ To provide and monitor quality volunteer projects
- ✓ To ensure a rewarding experience for the volunteer
- ✓ To recognize volunteers for their service
- ✓ To actively market the volunteer program
- ✓ To collaborate effectively with community agencies and individuals on volunteer projects

#### **VOLUNTEER RESPONSIBILITIES:**

- Adhere to the 10:1 youth to adult ratio. These adults must make sure all youth in your group are behaving in a safe manner and are fully engaged during the project. Staff will only provide supplies and tech assistance to oversee the safety of your group and to promote the successful completion of your project. The project will be terminated and volunteers will be sent home if the Project Leader feels the group is not participating. For the safety of all, minimum age limits will be set for your project. Please respect these age limits by leaving children who are too young to participate at home
- All participants will complete a Parks and Recreation Volunteer Waiver. This can be done one time for each person. A copy of each waiver must be submitted to the Project Leader on the day of the event, prior to any work being done by a volunteer. A parent/guardian must complete the form for each youth, under the age of 18. **Make sure the emergency contact information section is filled out.** Volunteers who do not have this signed form will not be allowed to participate
- Please arrive on time and make sure the volunteers are prepared to stay for the entire project.
- Perform task to the best of your ability (ensure quality work)
- Follow Project Leader's instruction and directives
- Notify Park Contact and Tina Myers of any project changes. Your Park contact is located on the project confirmation sheet
- **Commitment:** Your group's commitment to the project that you have agreed to assist us with is very important. When a project is organized, our staff identifies specific tasks they need the group to accomplish. These objectives are based on the number of participants available to work, the amount of time staff are available to oversee the volunteer group, and Denver Parks needs and priorities. Staff time for volunteer projects is very limited, making it important that every project be successful in completing its objectives. Successful volunteer projects help justify continuing to offer these opportunities to give back to our vital park system.

- Confirm the number of volunteers (3) days prior to the project
- Be courteous to staff and other volunteers
- HAVE FUN!!

### **PARKS AND RECREATION RESPONSIBILITIES:**

It is the goal and responsibility of the Park Staff and the Volunteer Office to ensure that groups are provided with appropriate, safe and fun projects. Staff will also work to ensure that groups receive:

#### **Timely, accurate communication and information.**

The Project Leader will begin with an overview of the work that needs to be accomplished. The project leader will also explain to each group how your project will impact the park and how your group is helping us in accomplishing our goals. Your group's attention during this overview is very important.

The Project Leader will assure volunteers work in a healthy and safe environment

The Project Leader will demonstrate a safety course with volunteers on the usage of tools prior to the project. It is important that all volunteers hear and understand the safety issues surrounding the tasks they will be performing. Volunteers are asked to report any injuries/fatigue immediately to the team leader

The Project Leader will support and supervise during the entire project, unless an arrangement has been made with the Volunteer group

The Project Leader will provide emergency procedures instructions

Denver Parks will provide all tools for the project

#### **Safety Information**

The main priority at any project is the safety of all participants. To ensure that your group has a fun and safe experience, please review this sheet and adhere to these guidelines during the service project. Whenever there is a safety concern or question, be sure to ask both the Project Leader and the Volunteer Office.

#### **General Safety: Be prepared for the day and the environment:**

- Wear appropriate clothing for work and weather
- Wear sturdy footwear. No open toed-shoes
- Wear sunscreen and/or hat when appropriate
- Do not wear headsets due to safety concerns
- Be sure to eat a good breakfast
- Bring lunch and/or snacks
- Bring work gloves

- Bring filled water bottle, stay hydrated during the duration of the project
- Any personal medications. We cannot administer oral/topical medication. Volunteers who have specific health or emergency needs such as allergic reactions to plants or insect bites should inform the project leader before the project. This will help determine what action to take.
- Take breaks as needed
- Report any injuries/fatigue immediately to the project leader

**Site Safety: Be aware of and address unique situations:**

- Be aware of your surroundings, don't work alone
- Watch for hazardous footing, uneven surfaces, slippery banks, tripping hazards
- Watch for hazardous vegetation weeds, tall grasses, poison ivy, etc
- Be aware of park users, especially Bicyclists on trails
- Be aware of waste hazards, glass, needles, empty containers, etc., always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- NEVER TOUCH NEEDLES! Notify your Project Leader immediately, and he/she will dispose of the needles
- Do not reach into "blind" areas with bare hands
- Cross streets at signals or crosswalks
- When working in or around a gutter, work from the sidewalk
- When possible, stay on the sidewalk, never walk in the street

**Tool Safety:**

- Always carry tools at your side with the most dangerous part turned down
- Keep a safe distance when carrying tools, an arm and tool length apart
- Never play with tools
- Never swing a tool higher than your shoulder
- Be aware of those around you, both tool users, and non users
- Store your tool properly, in a central location, not scattered around
- Use the proper tool for each task

Many of the Denver Parks staff is certified in CPR and First Aid. In the case of a medical emergency beyond the scope of their training, the volunteer will either be sent to seek further attention or 911 will be called.