

Town of Zebulon Parks & Recreation Volunteer Policies and Procedures

Volunteers are valuable resources to the Town of Zebulon Parks and Recreation, its staff, and its patrons. Volunteers are extended the right to be given meaningful assignments, to be treated as equal co-workers, to receive effective training and supervision, have full involvement and participation and receive recognition for work accomplished. In return, volunteers agree to actively perform their duties to the best of their abilities and to remain loyal to the values, goals, and policies of the Town of Zebulon.

Becoming a Volunteer

Applications. Anyone interested in becoming a volunteer will be asked to complete a volunteer application. The application includes basic contact information, areas of interest, and emergency contact information.

Interviews. Each prospective volunteer may be interviewed by a designated employee or volunteer to determine the applicant's qualifications, available days and hours, and preferred volunteer position.

Background checks. Additional screening procedures may be instituted when volunteers will be placed in direct contact with patrons and children, responsible for financial or other valuable organizational resources, or in other positions. These procedures may include, but are not limited to, reference checks, criminal background checks, and national sex offender registry searches. A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any the following crimes: sex offenses regardless of the amount of time since offense, felony violence regardless of the amount of time since offense, felony offenses other than violence or sex within the past 10 years, misdemeanor violence offenses within the past 7 years, misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses within the past 10 years, or any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that volunteer. To appeal if you feel you were disqualified by an inaccurate charge on your background check you can contact Protect Youth Sports at 877-319-5587 as well as to receive a copy of your background check. If you feel there are extenuating

circumstances involving your disqualification you may contact Zebulon Parks and Recreation at 919-823-0432. Volunteers who refuse permission to conduct these checks will not be accepted for placement in these identified positions.

Placement. In placing a volunteer in a position, attention will be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met. No position should be given to an unqualified or disinterested volunteer.

Minors. Volunteers who have not reached the age of 18 must be accompanied by a parent or legal guardian. An exception will be made if they are volunteering with a civic group or school project as long the proper adult group leader or teacher is present. The volunteer activity that is assigned to a minor must be performed in a non-hazardous environment and comply with all appropriate requirements of child labor laws.

Program specific policies. Individual programs within the Town of Zebulon Parks and Recreation may have specific standards and procedures. Volunteers are required to abide by program policies and procedures in addition to those of this policy. Supervisors are responsible for sharing this information with the volunteers and should give out copies of written policies as part of the volunteer's training.

Dismissal of a volunteer. Volunteers who do not adhere to the rules and procedures of the organization or who fail to perform their volunteer assignments at a satisfactory level may be subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with their supervisors.

Reasons for dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of organization equipment or materials, abuse or mistreatment of patrons or co-workers, failure to abide by organization policies and procedures, and failure to satisfactorily perform assigned duties.

General Guidelines

Attendance. Volunteers and supervisors work together to determine a schedule that works for both parties. Volunteers are asked to call their supervisors and

provide as much notice as possible when unable to fulfill their commitment to serve as scheduled.

Athletic league schedules are not based on volunteer availability. Potential volunteers should talk with the Athletic Coordinator to get an understanding of typically schedules for recreation leagues.

Dress code. As representatives of the organization, volunteers, like staff, are responsible for presenting a good image to the community. Volunteers are to dress appropriately for the conditions and performance of their duties. Some programs may have specific dress code requirements that will need to be adhered to.

Smoking. All Town of Zebulon facilities are tobacco free unless otherwise designated. This includes products related to smoking, chewing tobacco, snuff, or smokeless tobacco. Volunteers should refrain from using tobacco products while representing the Town of Zebulon.

Volunteers becoming employees. Should a volunteer decide to apply for a paid position within Town of Zebulon, they will go through the same hiring process as any other individual. All job openings are posted on the town website. Dates for applying and job qualifications are listed. The volunteer may use staff and other volunteers as job references

Accident procedures. Volunteers must immediately report any injuries while volunteering. Their supervisor will provide an Accident Report to be completed immediately. If a volunteer witnesses an accident, they should notify their supervisor or any supervisor on shift immediately. A written report must also be completed.

Safety procedures. All staff and volunteers are expected to obey safety rules and exercise caution in all work activities. Immediately report any unsafe condition or hazardous situations that you observe to your supervisor or other appropriate supervisor. If you are unsure how to do a job safely, ask your supervisor.

Drug free workplace. The possession, distribution or use of alcohol or illegal drugs at any Town of Zebulon facility or while volunteering in any program is forbidden.

Harassment. It is the policy of Town of Zebulon Parks and Recreation that it will not permit verbal or physical conduct by an employee or volunteer which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

Representation of the organization. Volunteers are not authorized to obligate the Town or enter into contracts on behalf of the Town. Volunteers are not authorized to speak on behalf of the Town. Volunteers may be asked by the Town to participate in opportunities to engage the public.