
WAUKEGAN PARK DISTRICT

General Description of Volunteer Requirements/Expectations

Volunteer Requirements/Expectations:

- As a Waukegan Park District volunteer you may be required to assist with special events, general programs, and/or parks clean-up. These volunteer opportunities may involve assisting with children's activities, sporting activities, line-control, set-up, tear-down, and clean-up of activities and parks.
- Some volunteer opportunities may require a background check, van/equipment training, or Hepatitis vaccination. Your volunteer liaison will inform you if any of these are required for the volunteer position you are interested in.
- As a volunteer, your safety and the safety of our patrons and staff are important to us. Therefore, we will hold information meetings prior to most events to give you the direction you will need to properly perform your volunteer duties and information specific to the event you are volunteering for. Your attendance is expected, failure to attend may result in you being excused from your volunteer duties.
- Please make yourself familiar with the General Rules for Volunteers on page 2. Your compliance with these rules is expected; failure to do so may result in you being excused from your volunteer duties. Any questions regarding these can be discussed at the Volunteer Information meeting.
- Please keep in mind some volunteer opportunities will involve working outdoors. It may be cold, windy, warm, rainy, or beautiful. You will be expected to dress appropriately for the weather. As long as there is no lightning or immediate threat of danger to participants/staff/participants the activity will go on and you will be expected to follow through with your volunteer duties; if you can not, inform a Park District Manager prior to leaving assigned area.
- Breaks will be given on a rotating basis. You are not to leave your post without supervisor approval.
- Letters of recommendation or volunteer credit hours can be provided/received upon request and upon successful completion of volunteering.

General Rules for Volunteering

1. Smoking is prohibited except in designated areas. Never smoke around children.
2. Swearing is not permitted around children.
3. Horseplay and fighting are not tolerated.
4. Possession of unauthorized firearms, alcohol, or illegal drugs is not tolerated.
5. Sexual Harassment is not tolerated and should be reported to a supervisor.
6. Equipment is only to be operated after instruction has been given.
7. Unsafe acts or conditions should be reported to a Supervisor and corrected as soon as possible.
8. Any injuries to participants or volunteers should be reported to a Supervisor immediately. Supervisor or Park District staff should assist you in providing first aid or getting further medical care.
9. 911 is to be called for any life threatening emergencies.
10. If ever assisting with an injury involving blood or other body fluids, disposable latex gloves must be worn.
11. Volunteers are responsible for maintaining an orderly work environment.
12. If fire alarms go off the building must be evacuated immediately; assist staff in evacuating participants and securing the building as requested.
13. Drivers and passengers in motorized vehicles must fasten safety and restraint belts.
14. Any complaints a participant may have should be referred to a Park District Supervisor.
15. Radios should only be used in a professional manner and taken care of when in your possession.
16. Behavior problems by participants should be directed to a Park District Supervisor.
17. If someone reports a child missing, report this to a Park District Supervisor immediately. Your assistance may be needed to search the immediate area.
18. Make yourself familiar with locations of emergency equipment such as first aid kits, fire extinguishers, exits, telephones, etc.
19. Park District Programs that take place outside will be postponed and possibly canceled due to weather. At the first sight of lightening or sound of thunder or tornado sirens volunteers and staff will direct participants to shelter locations and must take shelter as well.
20. Any questions should be asked, don't ever assume – the staff is here to help you.