



# VOLUNTEER CHECKLIST & RULES

**Volunteers are essential to the success of our programs. Enhance your life while giving back to the community through service opportunities. VOLUNTEERS DO MAKE A DIFFERENCE!**

## **VOLUNTEER RESPONSIBILITY CHECKLIST**

Duties and Responsibilities

1. Insure safety of participants
2. Assist staff with a positive and enthusiastic attitude
3. Interact in a positive way with participants
4. Assist and/or supervise the implementation of activities
5. Notify staff of participant in need of first aid immediately
6. Report all accidents or incidents to staff as soon as possible
7. Display professional behavior at all times while on the job

## **GENERAL SAFETY RULES**

1. Smoking is allowed only in approved areas
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited on Park District property
3. Your immediate supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform your volunteer tasks in a safe manner
4. Any potentially unsafe conditions or acts shall be reported immediately to your supervisor
5. All accidents, near misses, injuries, and property damage shall be reported immediately to your supervisor, regardless of the severity of the injury or damage
6. Failure to report an accident or known hazardous condition may cause for dismissal of duties
7. All volunteers shall follow recommended work procedures outlined for their volunteer duty
8. Volunteers must never attempt to catch a falling object
9. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended and report hazard to your supervisor
10. All volunteers must know department rules and location specifics regarding first aid, evacuation routes, and fire department notification

## **BEHAVIOR POLICY**

Volunteers are expected to treat District patrons and employees honestly, fairly and courteously. Volunteers shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants.

## **VOLUNTEERS/PARTICIPANTS/PARENTS/GUARDIANS/SPECTATORS SHALL:**

1. Show respect to all participants, staff, referees, volunteers and spectators and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other volunteers, participants, parents, spectators, referees and staff.
4. Respect all equipment, supplies, facilities and property.
5. Not possess any weapons.

## **NON-DISCRIMINATION & ANTI-HARASSMENT POLICY**

The Woodridge Park District is committed to a work environment in which all individuals are treated with respect and dignity. It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, volunteers, and elected officials.

### **Statement of Admissions**

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident.

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

As a volunteer, 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 I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Woodridge Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above information. If registering 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.

The District is required by state statute to ask if you have ever been convicted of or found to be a child sex offender? ☐ Yes ☐ No

VOLUNTEER'S NAME (PRINT):
PLEASE CHECK: <input type="checkbox"/> MINOR <input type="checkbox"/> ADULT
ADDRESS:
EMAIL:
VOLUNTEER'S SIGNATURE:

<b>IF A MINOR (UNDER THE AGE OF 18) PARENT/LEGAL GUARDIAN</b>
SIGNATURE:
DATE:

**PARTICIPATION WILL BE DENIED IF THE SIGNATURE OF VOLUNTEER AND DATE ARE NOT ON THIS WAIVER**

For additional volunteer details, please review the comprehensive volunteer manual at  
**WWW.WOODRIDGEPARKS.ORG/VOLUNTEER**