



## **Volunteers**

### **PURPOSE & SCOPE**

This policy establishes the guidelines for City of Frankfort-Parks Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various duties.

**A volunteer by definition is someone who performs a service for the Parks Department without promise, expectations or receipt of compensation for services.**

### **POLICY**

The Frankfort Parks Department shall ensure that volunteers are properly appointed trained, and supervised to carry out specific tasks and duties in order to create an efficient department and improve services in the community.

### **ELIGIBILITY**

Requirements for participation as a volunteer for the Park Department may include, but are not limited to:

- 1) Residency in the City of Frankfort/Clinton County
- 2) A personal background history and character suitable for a person representing the Parks Department
- 3) Possession of a valid driver's license if the position requires vehicle operation
- 4) Possession of liability insurance for any personally owned equipment or vehicles utilized during volunteer work.
- 5) No conviction of a felony, any crime of a sexual nature or against children, and any crime related to assault or violence, or any crime related to dishonesty.
- 6) No conviction of a misdemeanor crime within past 10 year.
- 7) Ability to meet physical requirements reasonably appropriate to the assignment
- 8) Minors will have to have parental/guardian permission
- 9) Groups of minors will have to have adult supervision with them

The Park's Superintendent may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

### **RECRUITMENT, SELECTION, APPOINTMENT**

The Park's Department shall endeavor to recruit and appoint only those applicants who meet high ethical, moral, and professional standards set forth by the City of Frankfort.

### **RECRUITMENT**

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Parks Department in serving the community.

Requests for volunteers should be submitted to the Parks Department Administrative Assistant by filling out the application or through written interest. The Parks Department may withhold assignment of any volunteer until such time is needed to make use of the volunteer resources.

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## SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

- 1) Submit the appropriate application
- 2) Interview with either Park Supervisor or Park Superintendent
- 3) Successfully complete an appropriate level background history and drug test

## APPOINTMENT

Service as a volunteer with the Parks Department shall begin with an official note of acceptance or appointment by the Parks Superintendent or Parks Supervisor. Notice may only be given by an authorized representative from the Parks Department.

No volunteer should begin any duties until he/she has been officially accepted for that position and has completed all required screenings and paperwork. At the time of final acceptance each volunteer should complete all required enrollment paperwork. All volunteers shall receive a time card and will be required to sign it each week until their task is complete.

## IDENTIFICATION & UNIFORMS

As representatives of the Parks Department, volunteers are responsible for presenting a professional image in the community. Volunteers shall dress appropriately for all weather conditions and duties within park. Short-shorts, tank-tops, cut-offs, sandals/flip flops are prohibited and volunteers will be sent home to change into appropriate attire.

## DUTIES & RESPONSIBILITIES

Volunteers assist park laborers as needed. Volunteers should be placed only in assignments or programs that consistent with their knowledge, skills, and abilities and the needs of the Parks Department.

All volunteers will be assigned to duties by the Superintendent or Supervisor.

## COMPLIANCE

Volunteers shall be required to adhere to all Park Department policies and procedures. A copy of the policies and procedures is available upon request. The volunteer shall become thoroughly familiar with these policies.

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Park Superintendent and Supervisor.

## SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day guidance of the work of the volunteer and should be available to the volunteer for assistance.

Groups of 5 or more that are under the age of 18 will need to have adult supervision. The adult supervisor will have to be accepted as a volunteer by successfully passing a background check and drug test.

## FITNESS OF DUTY

No volunteer shall report for work or be at work when his/her judgement or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

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Volunteers shall report to the supervisors any change in status that may affect their ability to fulfill their duties. This includes, but not limited to, the following:

- 1) Driver's license
- 2) Medical Condition
- 3) Arrests
- 4) Criminal Investigations

## **INFORMATION ACCESS**

Volunteers might be in the vicinity of important files or overhear conversations, etc. all such information shall be considered confidential. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as a correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Parks Department or City of Frankfort, or maintain that they represent them in such matter without permission from proper department personnel.

## **EQUIPMENT**

Any property or equipment issued by the Parks Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Parks Department and shall be returned at the end of working day.

## **VEHICLE USE**

Any volunteer who operates any vehicle while acting in the capacity of a volunteer must have a valid driver's license and verification of vehicle insurance. When operating department vehicles. Volunteers shall obey all rules of the road, including seatbelt requirements. It is prohibited to talk on the phone or texting while driving department equipment and vehicles.

## **DISCIPLINARY PROCEDURES/TERMINATION**

Volunteers are considered at-will and may be removed from service at the discretion of the Parks Superintendent, with or without cause. Volunteers shall have no property interest in their continued services. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Parks Superintendent.

Volunteers may resign from volunteer service with the Parks Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

## **EXIT INTERVIEW**

The Parks Superintendent or Parks Supervisor should conduct exit interview, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions on improving the volunteer position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some of capacity with the Parks Department.

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I \_\_\_\_\_ consent that I have read through the requirements of a volunteer with the City of Frankfort Parks Department.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian Signature *(required for minors)* \_\_\_\_\_

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## Volunteer Application

*Applications may take up to FOUR weeks to process  
Court referrals or court ordered community service are NOT accepted for volunteer hours.*

|   |                         |     |
|---|-------------------------|-----|
| Name  |                         |     |
| Address   | City                    | Zip |
| Email   | Phone                   |     |
| Emergency Contact                                 | Emergency Contact Phone |     |
| List special skills, certificates, licenses, etc. |                         |     |

### Area of Interest

*(Select no more than 2 areas of interest)*

- |  |   |
|--|---|
| <input type="checkbox"/> Zookeeper Assistant<br><br><input type="checkbox"/> Bird Aviary<br><br><input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Park Clean-up<br><br><input type="checkbox"/> Holiday Festival of Lights<br><br><input type="checkbox"/> Neighborhood Center |
|--|---|

*All volunteer positions listed above is subject to successfully completely the City of Frankfort background check & drug test.  
Parental consent required. No background checks required if under 17 years of age.*

Is this for school credit?    Yes    No                      If yes, how many hours: \_\_\_\_\_                      Due Date: \_\_\_\_\_  
*Circle which one applies*

### Hours Available

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
|        |         |           |          |        |          |        |

Have you ever been convicted of an offense other than a minor traffic violation?                      Yes    No  
*Circle which one applies*

If yes, please state the nature of the offense(s), date(s), City, State, and disposition. A conviction record is not an automatic bar to volunteer placement; the offense will be considered only as it relates to the position for which you are applying.

| Date | City | State | Offense | Disposition |
|------|------|-------|---------|-------------|
|      |      |       |         |             |

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (required for minors): \_\_\_\_\_ Date: \_\_\_\_\_

Rev.3/5/2019