



Gurnee
Park District
ENRICHING COMMUNITY THROUGH FUN AND NATURE.



VOLUNTEER MANUAL

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Welcome to Gurnee Park District!

On behalf of Gurnee Park District, we would like to welcome you! Thank you for your interest in being a volunteer. We really value your time and commitment to volunteering with us.

Volunteers make a difference at Gurnee Park District, and you have the potential to touch the hearts of many in our community.

We strive to make your experiences enjoyable, challenging, and rewarding. Being a Gurnee Park District Volunteer comes with many rewards, and we will do our absolute best to make sure that you are prepared.

You make the difference. A fun and positive attitude is essential to making everyone's experience enjoyable.

If you have any questions, please do not hesitate to contact our team. We are more than happy to assist in your role as a Gurnee Park District volunteer. If you would like to know more about fulfilling hours for school, church, or your job, please contact us as well.

Thank you for your time and effort!

Christine Grolmes
Special Event Coordinator
Program Volunteer Coordination
Email: cgrolmes@GurneeParkDistrict.com
Phone: 847-599-3758

Mary Lester
Supervisor of Community Programming and Events
Special Event & Program Volunteers
Email: mlester@GurneeParkDistrict.com
Phone: 847-599-3745

Chris Poole
Athletics Supervisor
Athletic Program & League Volunteers
Email: cpoole@GurneeParkDistrict.com
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Amanda Kochenash
Cultural Arts Supervisor Supervisor
Dance & Theater Volunteers
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Our Facilities:

Hunt Club Park Community Center

920 N. Hunt Club Road
Gurnee, IL 60031



Hunt Club Park Aquatic Center

900 N. Hunt Club Road
Gurnee, IL 60031



Viking Park Community Center

4374 Old Grand Ave.
Gurnee, IL 60031



FitNation

1655 Nations Drive



Athletic Fields

Hunt Club Park, Viking Park West, Betty Russell Park, Vineyard Park,
Timberwoods Park, Westgate Park, & Ravinia Park

Gurnee Park District Vision and Mission

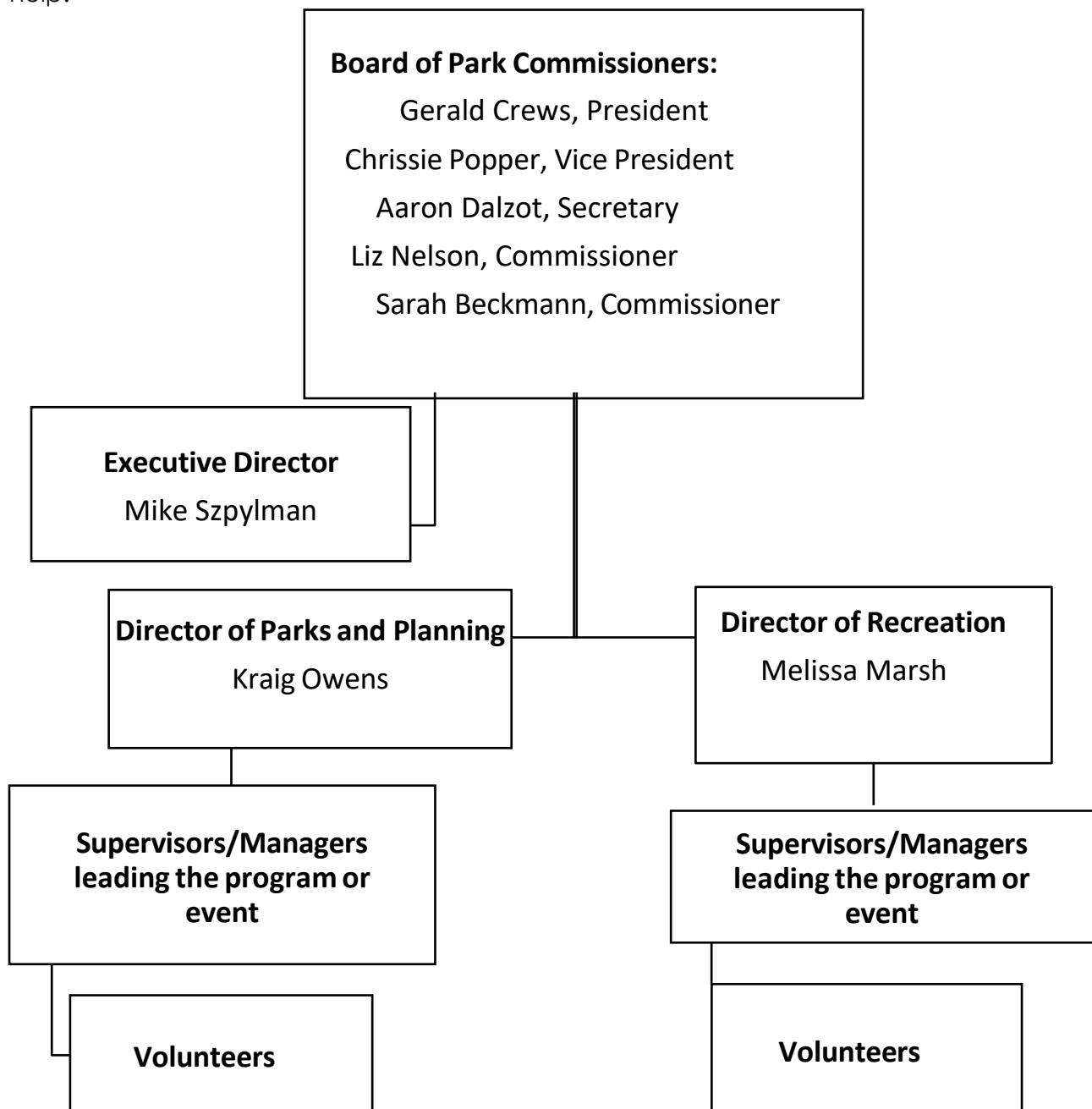
Vision Statement:

“The leader of innovative and sustainable experiences for ALL.”

Mission Statement:

“Enriching community through fun and nature.”

Organizational Chart: Volunteers at the Gurnee Park District will be supervised at each program or event by an appropriate Supervisor or Manager. Should there be a problem you cannot resolve or a question that you have that cannot be addressed by the immediate supervisor of the program please reference this chart to find additional help.





GURNEE PARK DISTRICT **SOFIE** VALUES



S	Quality	Deliver GPD quality service
	Care	Service with genuine care
O	Pride	Take pride in all you do
	Accountability	Own your actions
F	Joy	Celebrate the joy in the day-to-day moments
	Experience	Make every interaction a positive experience
I	Belonging	Make everyone feel that they belong
	Diversity	Embrace diversity
E	Growth	Continue to evolve
	Exception	Exceed expectations

Volunteers Make a Difference

Volunteers are vital to many of our programs, whether it is staffing special events, coaching youth sports, serving lunch to our seniors, assisting with crafts and science projects, and/or keeping our parks beautiful.

Persons ages 12 years and older are encouraged to get involved by volunteering. Volunteers give freely of their time and expertise to make a difference. Our volunteer needs include but are not limited to, helping at special events, volunteering during summer camp, serving during Senior Mixer luncheons, and more.

Volunteering can help you:

- Make a difference in someone's life
- Encourage diversity by being a part of a community
- Improve career opportunities and employability by learning/developing new skills
- Provide a sense of fun and adventure



Attendance:

When you sign up to volunteer with Gurnee Park District, it is critical that you keep your commitment by showing up to the event. Volunteers are important to many events, and we appreciate your help and time. We understand that sickness may occur, or emergencies may come up when you cannot attend an event, but please make every effort to fulfill your commitment. If you know that you will be absent or late, please notify your site supervisor and/or the Volunteer Coordinator.

Dress Code:

The personal appearance of volunteers conveys to the public a general impression of the Park District. All volunteers representing the Park District, must be dressed appropriately and maintain an acceptable appearance. Attire and appearance that is clean, neat, and appropriate for the job duties being performed is required.

Cell Phone Usage:

During work time, volunteers are not permitted to use personal cellular telephones. These should be used only during breaks and meal times. Volunteers are specifically prohibited from accessing electronic mail, text messaging, or instant messaging while driving.

Acting in the Best Interest of the Park District:

You are expected to act and conduct yourself at all times in the best interest of the Park District. Volunteers are subject to dismissal for failing to abide by all policies and guidelines listed in this manual. Any volunteers engaging in criminal behavior may be subject to criminal charges.

Conduct Guidelines:

1. Verbal or physical intimidation of any individual is prohibited. This includes but is not limited to, all players, spectators, Gurnee Park District Staff, and volunteers.
2. Foul language is strictly prohibited.
3. No cell phone usage while volunteering
4. Respect for others
5. Have a positive attitude

Volunteer Background Check Guidelines:

We conduct a background check for all volunteers, especially if they work with vulnerable populations.

On the rare occasion that a volunteer commits to a needed position with little to no notice, they must satisfactorily complete a volunteer application. While their background check is in progress, the volunteer will only be permitted to work in a role that is closely supervised by a park district staff member or does not involve direct contact with vulnerable populations or cash handling. Once their background check is cleared, then that restriction is lifted.

Volunteers who are providing labor, such as during a park clean-up day, luncheon assistance, and goodie bag filling, are not required to complete a background check but must complete a waiver and/or volunteer application.

Gurnee Park District Emergency Procedures

In the Case of a Fire:

- If it is practical and safe, attempt to extinguish the fire.
- If unsafe, call 9-1-1 or pull the nearest alarm box to notify the Fire Department.
- Evacuate the building using posted evacuation routes.
 - Meet at a reunion point 500' from facility and up wind.
- Contact Chris Marzano – Risk Manager – 847-815-5009
- Do not re-enter the area until the all-clear is given by fire department personnel or district staff.

In the Case of Severe Weather (Tornado):

- Take shelter in designated shelter areas with all patrons & staff.
 - Internal hallways, Internal rooms, locker rooms, and restrooms (No Windows).
- Monitor weather status and do not leave until the threat of severe weather has ended.

In the Case of a Medical Emergency:

- Assess scene for safety, if safe assess victim, and Call 9-1-1 if needed.
- Notify Onsite Staff – OR - Chris Marzano – Risk Manager (847-815-5009)
- Remain onsite to assist staff with incident reporting.
- AEDs are available at each facility.
 - Viking Park Community Center (2) - Preschool office and on the wall between the restrooms.
 - Hunt Club Community Center (2) - Main lobby on the wall left of the gym windows and upstairs at the fitness desk.
 - FitNation (2) = On the wall behind the front desk and in the lifeguard office.

In the Case of a Power Outage:

- Notify onsite staff first – OR – Chris Marzano – Risk Manager (847-815-5009)
- District Staff will determine if the event can continue.

- If the event is cancelled, send adults home, and contact parents of any minors for pickup and wait with you until a parent or guardian arrives.

In the Case of Other Emergency Situations:

- Seek safety or remove yourself from the situation.
- Call 9-1-1, if necessary
- Notify onsite staff first – OR - Chris Marzano – Risk manager (847-815-5009)

All Other Situations and Inquiries:

- Contact Chris Marzano – Risk Manager (847-815-5009)
- ***If needed, please call 9-1-1 first depending on severity of the situation.***

Weather:

If a volunteer does not receive notification of cancellation based on weather, the event/program may take place. In the event of inclement weather during the program/event, volunteers should wait with staff members in a designated shelter area until the weather clears. The district utilizes Perry Weather on-site weather monitoring systems to warn* of potentially dangerous conditions. If the alarm signal is sounded, all visitors and staff are to seek shelter until the “all clear” signal** is given.

***Warning Signal to Suspend Activities:** One 15-second blast of the horn signals that outside activities should be suspended. A strobe light will begin flashing and remain flashing until safe conditions return. You should immediately seek an appropriate safe shelter.

****Notice that Activities May Resume (All Clear):** Three shorter blasts of the horn signal that outdoor activities may resume. The strobe light will also stop flashing.

Health and Safety:

Safety while on the job is the responsibility of every Park District volunteer. With proper precautions, most accidents on the job can be prevented. Carelessness, inattention, neglect, and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The Park District will not condone any breach of safety rules or regulations by employees or volunteers. We must all work together to achieve a safe and healthy working environment.

It is the intent of the Park District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities, and parks. In all assignments, the health and safety of all persons should be the first consideration.

At the beginning of each assignment, you will be given an orientation of the activity you will be volunteering at and the safety-related topics that may apply to you. As a general rule, if you are not sure, report any safety concerns to the supervisor or other staff on duty.

Accidents or Injuries:

If you are injured while volunteering, it is your responsibility to report the injury to your event/program supervisor or the Volunteer Coordinator as soon as possible.

If a guest is injured on Park District property, immediately notify any available staff member. If no staff is available, notify Gurnee Park District Risk Manager, Chris Marzano by calling 847-815-5009. Only staff members are authorized to complete accident report forms. If volunteers witness an accident, they must be listed as a witness on the accident report form.

Enforcement of standards:

All safety and health standards adopted by Gurnee Park District will be adhered to by all volunteers and persons employed by Gurnee Park District. Each person who serves the park district in a supervisory capacity is responsible for the enforcement of and compliance with the adopted safety rules and regulations. The effective management of Park District parks and facilities is a complex responsibility, due in part to the number and diversity of visitors and recreational opportunities present in these public spaces. While members of the Village of Gurnee Police Department are authorized to execute law enforcement functions, all Park District employees have an obligation to support these efforts by educating and informing the public of laws, rules, regulations, and policies, enforcing Park District rules and regulations, and deterring unlawful activities.



Volunteer Application

Applicant Name:

Organization:

Address:

Email Address:

Cell Phone:

Age:

Emergency Contact:

Emergency Phone:

Volunteer interests:

Why would you like to volunteer at GPD?

Have you ever been convicted of, or found to be a child sex offender?

Yes

No

If marked yes, which state?

*Pursuant to Illinois Law 70 ILCS 1205/8-23a "those applying to become volunteers must disclose such convictions."

Signature of Applicant

Date

Signature of Parent/Legal Guardian (if under 18)

Date

VOLUNTEER ACKNOWLEDGEMENT FORM

I agree and represent that I have read or will read the Volunteer Manual for the Gurnee Park District. I understand that this has been developed as a reference guide for volunteers of the Park District.

I understand that I am representing Gurnee Park District while I am volunteering. I will uphold their SOFFI Standards as described in the Volunteer Manual to my best ability.

I understand that my behavior does influence participants, and I will do my best to maintain a positive attitude for the duration of my time volunteering. I also understand that the Recreation Team Assistant, and/or Program Supervisor, has the authority to release me of my role as a volunteer, if they feel I am not upholding the Park District's standards.

Signature

Date

VOLUNTEER WAIVER & RELEASE IMPORTANT INFORMATION

The Gurnee Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Gurnee Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Gurnee Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Gurnee Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

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 Gurnee 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 have 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 important information, warning of risk, assumption of risk and waiver and release of all claims. 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.

Name of Volunteer – Please Print

Signature of Volunteer

Date

Signature of Parent/Guardian (If volunteer/participant is under 18 years old)

Date

PARTICIPATION WILL BE DENIED if the signature of the volunteer and date are not on this waiver.