

CITY OF GLADSTONE

PARKS & RECREATION VOLUNTEER PROGRAM

Volunteer Expectations & Guidelines

Thank you for volunteering to help make Gladstone's parks, public spaces and community facilities better for everyone. Volunteers are an important part of our community and are asked to follow these guidelines to help ensure a safe, positive and productive experience.

VOLUNTEER EXPECTATIONS

1. Follow City Direction

Volunteers will participate in projects approved and assigned by the City of Gladstone Parks & Recreation Department. Volunteers should follow instructions provided by Parks & Recreation staff or the designated volunteer leader.

2. Commitment & Scheduling

Volunteers are asked to make a reasonable commitment to the project or activity for which they have volunteered. Specific dates, times, meeting locations and project details will be communicated by Parks & Recreation as schedules are established.

If you are unable to participate after committing to a project, please notify the designated City contact as soon as possible.

3. Safety First

Safety is the priority for every volunteer project.

- **No power tools may be used by volunteers.**
- Volunteers may only perform tasks that have been approved by Parks & Recreation.
- Volunteers should not operate City vehicles, machinery or specialized equipment unless specifically authorized and properly trained.
- Volunteers should use appropriate personal protective equipment when required.
- Volunteers should wear clothing and footwear appropriate for the work and weather conditions.
- Volunteers should immediately report an injury, unsafe condition, damaged equipment or other safety concern to the City representative.

4. Work With Others

Volunteers should work cooperatively and respectfully with City staff, other volunteers and

members of the public. Volunteers should not undertake work independently or alter a project without approval from the designated City representative.

5. Appropriate Conduct & Appearance

While participating in a City-sponsored volunteer activity, volunteers are representing the City of Gladstone and are expected to conduct themselves in a respectful, responsible and appropriate manner.

Volunteers are expected to:

- Treat others with courtesy and respect.
- Follow applicable City policies, park rules and safety requirements.
- Refrain from harassment, threatening behavior or inappropriate conduct.
- Not participate while under the influence of alcohol or drugs.
- Dress appropriately for the work being performed and the public setting.

6. City Property & Equipment

Volunteers will treat City property, facilities, tools and equipment with care and will report damage or problems to the designated City representative.

Personal tools or equipment should not be brought or used for a volunteer project unless specifically approved by Parks & Recreation.

7. Supervision

Volunteers will work under the direction or supervision designated by Parks & Recreation. Volunteers should not work alone on City volunteer projects unless specifically authorized by Parks & Recreation.

8. Right to Stop Work

Any volunteer or City representative may stop work if they believe a task or condition presents an unsafe situation. Work will resume only when the concern has been addressed and the City representative determines that it is appropriate to continue.

VOLUNTEER INFORMATION

Volunteer Name: _____

Phone: _____ **Email:** _____

Emergency Contact: _____

Emergency Contact Phone: _____

Volunteer Project/Activity: _____

Preferred Volunteer Availability: _____

I have read and understand the Volunteer Expectations & Guidelines above and agree to follow them while participating in the City of Gladstone Parks & Recreation Volunteer Program.

Volunteer Signature: _____

Date: _____

Parks & Recreation Representative: _____

Date: _____