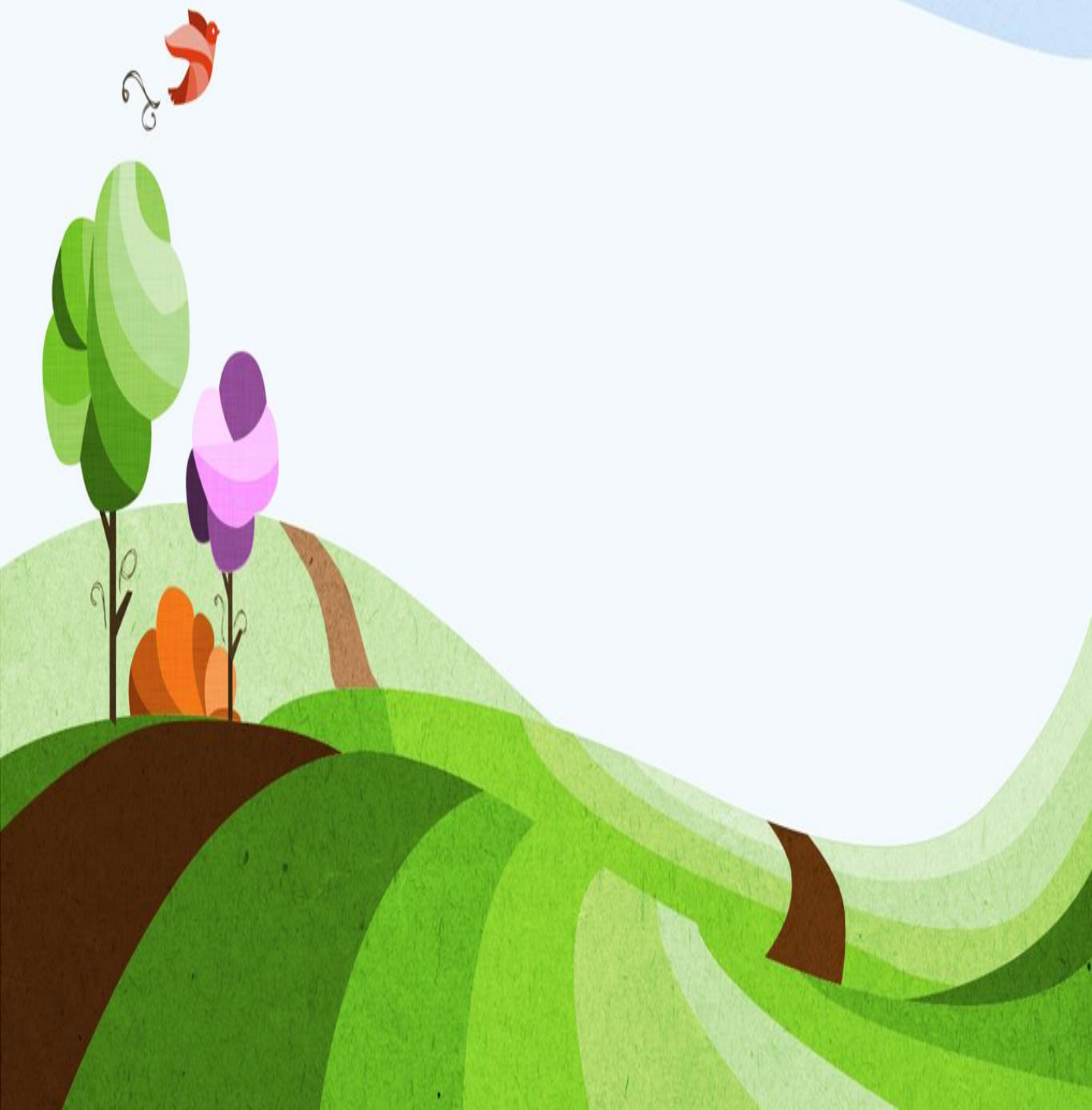


# Volunteer Handbook

2022



# Table of Contents

- **Message from the Volunteer Coordinator ..... 1**
- **ERBM Recreation & Park District Mission Statement ..... 2**
- **Volunteer Purpose ..... 2**
- **Volunteer Opportunities ..... 2**
- **Responsibilities ..... 3**
- **Policies and Procedures ..... 4**
  - **General Information ..... 4**
  - **Attendance ..... 4**
  - **Appearance ..... 4**
  - **Concussion Training ..... 4**
  - **Conduct ..... 5**
  - **Problem Resolution Procedure ..... 5**
  - **Volunteer Accident Insurance Program ..... 5**
- **Rewards and Recognition ..... 5**
- **Volunteer Contacts ..... 6**
- **Volunteer Checklist ..... 6**
- **Volunteer Background Checks ..... 7**
  - **Categories of Risk ..... 7**
  - **Policy Statements ..... 7**
  - **Results/ Concerns ..... 8**
- **Volunteer Application ..... 9**
- **Background Check Authorization ..... 10**
- **Applicant Details Form ..... 11**



## **A Message from the Volunteer Coordinator**

**Dear Volunteer,**

**On behalf of ERBM Recreation & Park District, it is my pleasure to welcome you to the volunteer team. The volunteer team provides an important and special contribution to the overall operation and success of the District's programs and events. By combining your unique talents with the talents of fellow volunteers, you will receive the satisfaction of knowing you are providing a vital service to our community.**

**My sincere wish is that volunteering provides you with a beneficial and meaningful experience. Together we can create memories and make a significant difference in the quality of life in our community.**

**Please let me know how I can be of assistance to you. You are a welcome and important member of the team.**

**Sincerely,  
Sara Stephenson**

**Volunteer Coordinator**

**MRC Phone: (970) 878-7435  
Email: [sara@erbmrec.com](mailto:sara@erbmrec.com)**

# **MISSION STATEMENT**

**The ERBM Recreation and Park District creates year-round recreational, cultural, and outdoor experiences that improve well-being and promote a vibrant community for the residents, visitors and future generations of Eastern Rio Blanco County**

## **Volunteer Purpose**

- Volunteers assist the full and part-time staff members in the implementation of programs and special events.**
- Volunteers assist with the supervision of participants in a positive and enthusiastic manner.**
- Volunteers assist the program supervisor with maintaining a safe environment for the program participants.**
- Volunteers offer suggestions and comments on improving current program ideas for new programs.**
- Volunteers adhere to all of the policies and procedures set forth in the volunteer handbook.**

## **Volunteer Opportunities**

- Coach for Youth Sports**
- Community Events**
- Special Events**

# Responsibilities

## Responsibility of the District to the Volunteer

- Adhere to, and enforce the volunteer Policy and Procedures.
- Review and revise volunteer Policy and Procedures annually.
- Offer proper training and orientation.
- Maintain records of hours spent in service.
- Encourage and ensure support by supervisors and other staff.
- Provides supervision and guidance via the Recreation Supervisor(s) and Recreation Coordinator(s).
- Be recognized by ERBM Recreation & Park District through expressions of appreciation.
- Offer a quality experience for volunteers.
- Protects its volunteers from accidental injuries through the Volunteer Accident Insurance Program.

## Responsibility of the Volunteer to the District

- Fill out the volunteer application.
- Sign letter of acknowledgement.
- Provide information for background check, either via website or paper.
- Adhere to policies and procedures as outlined in this handbook.
- Attend appropriate meetings/trainings.

# Policies and Procedures

## General Information

- **Be prompt when reporting for a program, activity or event.**
- **Be cheerful and friendly to participants and patrons.**
- **Report all accidents/incidents, no matter how small, to staff immediately.**
- **Limit the use of cell phones or other electronic devices while volunteering, except in the event of an emergency.**
- **In the event of an emergency call 911. If a staff member is present, report the call to them immediately. If no staff member is present, call a Recreation Supervisor or the Meeker Recreation Center.**
- **Tobacco use is permitted in approved areas only.**
- **To avoid accidents, remain alert at all times and practice good safety habits. Unsafe conditions should be reported to staff immediately. Acknowledge and agree that you are not an employee, agent or contractor for ERBM.**
- **Acknowledge that you have received no promise and will not be eligible for any employment benefits as a result of the volunteer activities you perform.**
- **If you suspect any form of child abuse, report it immediately to a Recreation Supervisor or Recreation Manager.**

## Attendance

- **Report to your volunteer activity at least 15 minutes prior to the start time.**
- **If you cannot attend or perform a practice, program, or event, call a Recreation Supervisor or Manager. Do not send or secure a substitute without approval.**

## Appearance

- **As a representative of ERBM Recreation and Park District, personal cleanliness and appearance should be neat and professional, as dictated by the volunteer activity.**

## Concussion Training

- **Any volunteer working with youth as a coach, assistant, or other volunteer position, is required to complete a semi-annual concussion education course.**
- **Volunteers must submit a current concussion education course certificate prior to the first day of volunteering.**
- **The course for concussion training is as follows:**
  - **Nays.org**
  - **Click “Resources”**
    - **Click “Free Concussion Training”**
    - **Non member**
    - **Free training**
    - **Sign up**

## **Conduct**

The following list of violations is not intended to be all-inclusive, but is an example of the kinds of conduct that may result in your inability to continue in a volunteer capacity.

- **Deliberate destruction, abuse, or unauthorized removal of ERBM Recreation and Park District's property.**
- **Reporting to a volunteer assignment with drugs or alcohol in one's system or selling, using, dispensing, or possessing alcohol or drugs.**
- **Possessing a firearm or other weapon while reporting to a volunteer assignment.**
- **Deliberately interfering with another volunteer or employee in the performance of his/her job.**
- **Conduct or action which endangers the safety or well-being of any other person,.**
- **Refusal to perform volunteer assignment.**
- **Instances of discourtesy toward participants, parents, member or the public, volunteers and/or employees.**

## **Problem Resolution Procedure**

It is encouraged that issues/problems are reported to a Recreation Coordinator or Supervisor as they arise. If the staff member is unable to achieve a satisfactory solution, contact a Recreation Manager.

## **Volunteer Accident Insurance Program**

ERBM Recreation & Park District protects its volunteers from accidental injuries through the Volunteer Accident Insurance Program, It is designed to provide insurance protection for volunteers performing supervised and sponsored volunteer activities. For more information, contact the Human Resources Generalist at (970)878-7417.

## **Rewards and Recognition**

*ERBM Recreation & Park District is proud of its volunteers and their accomplishments.*

- **As a volunteer for a District sponsored program, you will receive the equivalent of the program cost for which you are volunteering. If you have more than 2 children participating in the program, you will be rewarded up to the equivalent of the program cost for max of 2 children. The appropriate amount will be posted to the volunteer's Meeker Rec Center account at the completion of the program; or**
- **Volunteers for a District sponsored activity or event with no corresponding costs for the activity or event will receive \$5.00 per hour, not to exceed \$50.00 per program. District staff will track and record hours. At completion of each activity or event, the appropriate amount will be posted to the volunteer's Meeker Rec Center account.**
- **Amount received cannot exceed \$500.00 annually.**
- **Volunteers are recognized and appreciated for their efforts in other various ways; names placed in lobby display case.**

## **Volunteer Contacts**

**Recreation Supervisor: Katie Day (970) 878-7424 [katie@ERBMrec.com](mailto:katie@ERBMrec.com)**

**Volunteer Coordinator: Sara Stephenson (970) 878-7435 [sara@ERBMrec.com](mailto:sara@ERBMrec.com)**

## **Volunteer Checklist**

- Read the Volunteer Handbook**
- Fill out and sign the Volunteer Application and submit to guest services.**
- If working with High Risk category, sign the Background Check Authorization form, submit to Guest Services and follow directions from the Volunteer Handbook, page 3, to initiate a background check.**



# Volunteer Background Checks

## Categories of Risk

- **Low Risk** – Those volunteers with very limited or no contact with vulnerable populations (i.e., children, seniors, the disabled); always supervised by or paired with a staff member; and the volunteer service is always performed in a group setting.
- **High Risk** – Those volunteers working with groups of children or seniors; sometimes or usually not supervised by or paired with a staff member; and those working direct one-on-one contact with vulnerable populations (i.e., children, seniors, the disabled).

## Policy Statement

- In an effort to provide our volunteers, employees, and patrons with the safest environment possible, ERBM Recreation & Park District conducts background checks on volunteers who fall in the High Risk category. The District's belief is that this process will make volunteering for and participation in the District programs and events more comfortable and enjoyable.
- Volunteers who meet the criteria of a low risk category will not need to complete the paper work for a background check. Volunteers who meet the criteria of a high risk category will need to complete the background check paperwork (online or hard copy).
- The background check can be conducted in one of two ways. One, on your own computers, go to <https://opportunities.averity.com/ErBmRec> and fill out the Applicant Details form. Two, if you do not have access to a computer, fill out the Applicant Details form included in this packet and return it in an envelope marked 'Human Resource Generalist.' Return the envelope to Guest Services at the Meeker Recreation Center.
- Background checks will be conducted annually.

## **Volunteer Background Checks Cont...**

### **Results/Concerns**

**A volunteer will not be able to perform duties until the background check is completed and found to be acceptable. If a background check returns a negative or concerning result, the HR Generalist may request additional information or clarification from the candidate. The following is a non-inclusive list of potential concerns that could disqualify a person from volunteer duties:**

- **Crime or moral turpitude**
- **Drug or alcohol offenses**
- **Domestic violence**
- **Crimes of violence**

**The following is a non-inclusive list of offenses that would disqualify a person from volunteer duties:**

- **Any crime of sexual nature**
- **Homicide or manslaughter in any degree**
- **Attempted murder**
- **Child neglect or endangerment**
- **Felony drug crimes**
- **Any crime involving children**



# VOLUNTEER APPLICATION

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street/P.O. Box                      City                      State                      Zip Code

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Which activity/program are you interested in volunteering your time?**

\_\_\_\_\_

**Check the appropriate category for the activity/program in which you would like to volunteer.**

- Low Risk – Those volunteers with very limited or no contact with vulnerable populations (i.e., children, seniors, the disabled); always supervised by or paired with a staff member; and the volunteer service is always performed in a group setting.**
- High Risk\* - Those volunteers working with groups of children or seniors; sometimes or usually not supervised by or paired with a staff member; and those working direct one-on-one contact with vulnerable populations (i.e., children, seniors, the disabled).**

***Volunteers working with High Risk populations must sign the background check authorization form included in this handbook.***

**By signing below, I acknowledge the above information I have provided is true and accurate. Additionally I hereby acknowledge that I have read and agree to the contents outlined in the ERBM Recreation & Park District’s Handbook for Volunteers.**

\_\_\_\_\_  
**Print Name of Volunteer**

\_\_\_\_\_  
**Signature of Volunteer or Parent/Guardian (if Volunteer is under 18)**



# BACKGROUND CHECK AUTHORIZATION

**In connection with my application to serve as a volunteer with Eastern Rio Blanco Metropolitan Recreation & Park District, I understand that a background check, as defined by the Fair Credit Reporting Act, will be requested by Eastern Rio Blanco Metropolitan Recreation & Park District for volunteer purposes. The report may contain information about me relating to my criminal history, social security number verification, or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I serve as a volunteer, throughout the course of volunteer service, as permitted by law and unless revoked by in writing. For further information or questions, contact the ERBM Recreation & Park District Human Resource Generalist.**

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**Print Name of Volunteer**

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**Signature of Volunteer or Parent/Guardian (if Volunteer is under 18)**

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**Date**



# VOLUNTEER APPLICANT DETAILS

**To be filled out and returned to Human Resource Generalist if volunteer does not have access to a computer to complete online.**

**Full Legal Name:** \_\_\_\_\_  
*First Name (Required) Middle (Required) Last Name (Required)*

**Other Names Used:** \_\_\_\_\_  
*First Name (Required) Middle (Required) Last Name (Required)*

**Current Address Since:** \_\_\_\_\_  
*Since date (Required) Street (Required)*  
*(MM/DD/YYYY) Street, apartment, etc.*  
\_\_\_\_\_  
*City (Required) State (Required) Zip (Required)*

**Previous Address From:** \_\_\_\_\_  
*Since date (Required) Street (Required)*  
*(MM/DD/YYYY) Street, apartment, etc.*  
\_\_\_\_\_  
*City (Required) State (Required) Zip (Required)*

**Previous Address From:** \_\_\_\_\_  
*Since date (Required) Street (Required)*  
*(MM/DD/YYYY) Street, apartment, etc.*  
\_\_\_\_\_  
*City (Required) State (Required) Zip (Required)*

**Email Address:** \_\_\_\_\_  
*(Required)*

**Social Security Number:** \_\_\_\_\_  
*(Required for Identity Verification Purposes)*

**Date of Birth:** \_\_\_\_\_ *(Required only for Identity Purposes)*

**Ethnicity:** \_\_\_\_\_ **Gender:**  Female  Male  
*(Required)*