



## Smithville Parks & Recreation Volunteer Packet

Thank you for your interest in volunteering for the Smithville PARD. Active participation by citizens is key to the success of our programs. Volunteers are our biggest champions and one of our greatest assets within our organization. Without help from people like you, much of what we do would not be possible. We thank you for taking time out of your schedule to help our programs be successful and continue to grow.

### This packet is yours to keep

It is designed to answer questions, provide required information and give guidance. This packet contains policies, procedures and work rules that are applicable to all volunteers. Additional rules may be made available to you for particular volunteer duties as needed.

### Volunteer Opportunities

Much of our volunteer needs are for the youth sports programs. Those are on average an 8-10 week commitment. If you are looking for a short-term or one-time opportunity, consider volunteering at one of our special events. Special event opportunities are available for both groups and individuals.

### Volunteer Application process

1. Complete the Volunteer Application and Background Check Authorization form.  
(Background checks require renewal on an annual basis.)
2. Upon receipt of your volunteer application, we may contact you for more information. Please add anything to the form you think may be relevant to your volunteer request.
3. Final volunteer placement is dependent upon openings for requested program or event AND passing the background check. Please see page 3 for more information on background check requirements.



## Volunteer Policy & Procedures

- **Age Minimum**

The Smithville PARD welcomes volunteers of all ages and ability levels. The minimum age for Head Coach is 16 and 12 for Assistant Coach. Exceptions may be made on a case-by-case basis. All minor volunteers will require parent/guardian approval prior to beginning volunteer work.

- **Volunteer Expectations**

Volunteers are expected to act on behalf of the Smithville PARD, in the best interests of Smithville PARD and according to the Smithville PARDs Policies and Procedures.

- **Confidentiality**

Volunteers are entrusted to keep private the personal information of the program participants, staff members and other volunteers. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the Smithville PARD or other corrective action.

- **Drug and Alcohol Use**

Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into Smithville PARD facilities under any circumstances.

- **Dress Code**

As a representative of the Smithville PARD, volunteers are responsible for presenting a positive image to the public. Volunteers are expected to dress appropriately while on duty and are not permitted to wear clothing that promotes illegal activity, inappropriate language or contains images or words of a sexual nature. Depending on your volunteer position, additional clothing and/or equipment requirements may exist and will be communicated to you by the Director.

- **Preventing Accusations of Child Abuse, Sexual Abuse, and Inappropriate Behavior**

A volunteer should not allow individuals to sit on his/her lap, should not lift, hold or carry an individual except in the case of an emergency; should never touch an individual in their private areas, should never use teasing, abusive or cruel language, should never force an individual into a seat, shake them, grab them or use punishment that can be perceived as abusive.

- **Separation of Volunteer Service**

As volunteers willingly and freely offer services with no expectation of payment or compensation, the Smithville PARD recognizes the right of volunteers to discontinue their service at any time and for any reason.

Smithville PARD reserves the right to limit the use of volunteers based on staff determination of needs and Smithville PARD policies. Volunteers will be dismissed if their behavior or language is harmful or threatening to participants, staff or other volunteers. Grounds for terminating volunteer service may include, but are not limited to: failing to meet background check criteria; misconduct; use of alcohol or drugs while on duty; property theft; misuse of Smithville PARD equipment or materials; mistreatment of staff, volunteers or members of the public; imposing religious or political views on others; failure to adhere to the policies outlined in the handbook; and/or failure to preform assigned volunteer duties.



## Background Checks

All volunteers who are responsible for the safety and well being of participants involved in Smithville PARD programs on a regular basis will be subject to a background check screening consisting of a sexual offender registry search and a criminal history search. Felony or violent offenses will be looked at from the last 5 years, however, offenses previous of 5 years will still be taking into consideration. Sexual offenses from any time frame will be automatic disqualification. Any of the following offenses will disqualify a volunteer from any service activities.

- All Felony Offenses – kidnapping, aggravated burglary, carjacking, arson, drug related crimes, etc.
- All Sex Offenses – child molestation, sexual assault, rape, sexual battery, indecent exposure, child exploitation, etc.
- All Violent Offenses – murder, manslaughter, aggravated assault, robbery, an offense involving a weapon, etc.

If any disqualifying offenses are reported in the background check, the Smithville PARD staff will notify the volunteer that they are disqualified and their service be immediately terminated.

## Injury, Incident and Accident Reports

The safety and welfare of volunteers and participants is our top priority. For all serious emergencies, call 911. For all other incidents or accidents, please contact Smithville PARD staff at 512.237.3282 x 7 OR the contact number you may be given at the beginning of the program. Any accident or injury which involves a volunteer must be reported to Smithville PARD staff immediately, regardless of the nature of the injury. The incident, accident or injury may require the completion of paperwork by you, the volunteer, and/or Smithville PARD staff. Please report unsafe conditions or defective equipment to Smithville PARD staff immediately.

## Summary

These policies and procedures are designed to give volunteers the framework for an enjoyable and valuable experience. Should you have any questions, Smithville PARD staff is always available to answer questions.