



**City of
McMinnville**

PARKS & RECREATION

Volunteer Manual

Dear Volunteer,

We are delighted that you have chosen to volunteer your time with the City of McMinnville Parks and Recreation Department. We understand that your time is precious, and we are honored that you are willing to spend some of it with us. Every day our agency depends on volunteers like you to ensure that we operate efficiently and successfully.

Volunteers at the City of McMinnville Parks and Recreation Department teach classes, mentor program participants, coach and referee, help with special events and assist with a variety of roles in many other activities. In short, the City of McMinnville Parks and Recreation Department could not operate without dedicated volunteers like you.

The Volunteer Manual provides answers to many of the questions you may have about the programs we offer. It covers policies and procedures, and our mutual responsibilities. You are responsible for reading and understanding the Volunteer Manual, and for adhering to the City of McMinnville Parks and Recreation Department policies and procedures. If anything is unclear, please discuss the matter with your Volunteer Supervisor.

Again, on behalf of our staff and everyone here at the City of McMinnville Parks and Recreation Department, we welcome you to our volunteer program. Thank you for taking time to make an impact on the McMinnville community.

Sincerely,

Susan Muir

McMinnville Parks and Recreation Director

The McMinnville Parks and Recreation Volunteer Program will focus on and support the organization's goals and objectives by providing meaningful partnerships and opportunities for community involvement and effective utilization of community resources.

Benefit to the Volunteer

- Give back to and strengthen the community
- Connect with others and meet new people
- Develop new skills and broaden your experience
- Feel a sense of achievement and purpose
- Good for your mind and body
- Career exploration or advancement
- To have fun!

Position	Duties	Age	Location
Administrative Duties	Provide customer service, answer the phone, complete class reminders, , filing and refresh the Coffee Bar. Provide general administrative support as needed.		Community Center Senior Center
Art Gallery	Create relationships with local art galleries and businesses. Secure artists for upcoming shows. Distribute announcements for shows.		Senior Center
Building Maintenance/ Landscaping	General cleaning, trash and recycle removal and special projects such as painting and general repairs.		ALL LOCATIONS
Café	Wait tables, food prep, operate dishwasher and cashier.		Senior Center
Clinic Presenters	Prepare and organize skills clinic in various sports. Must have sport specific knowledge, effective communication and be comfortable with public speaking. This will require at minimum 2 hour commitment for the clinic + prep time.	18+ for main presenter. May have HS age assistants.	Community Center
Coach	Plan and run practices. Game management. Communicate with parents. Must have sport specific knowledge. Good time and child management skills and be an effective communicator. This will require at minimum 3 hours each week during the season.	18+ for head coach. Under 18 may assist with an adult present.	Community Center
Instructors	Knowledge of subject matter. Prepare engaging lesson on subject matter. Maintain a safe environment for patrons. Promote class to community.		Community Center Senior Center
Special Events	Set-up/Clean-Up. Greeting/Registration. Specific duties as needed around the coordination of the event.		ALL LOCATIONS

Latinx Community Liaison	Create partnerships with local Latinx organizations and families. Establish culturally appropriate events and classes. Assist with general translations and staff awareness. Must be Bilingual and have a connection to Latinx Community.		ALL LOCATIONS
Mentor	Build relationships with program participants. Work with staff to model appropriate behaviors. Assist with curriculum.	16+	ALL LOCATIONS
Survival Swim	Basic swim lesson instructor. Must have recreational swim ability and the capability to work with small group of 3rd graders while being safety conscious. A 30 minute training is required and then one week of one hour lessons.	15+	Aquatic Center

Volunteer Program Policies and Procedures

Attendance

All volunteers need to be on time and sign in to track volunteer hours.

Background Check

All prospective volunteers for the City of McMinnville Parks and Recreation Department will be required to submit to a local law background check prior to acceptance as a volunteer in any recreation center. Individuals who refuse to comply with this request will not be accepted as a volunteer. An affidavit of good moral character must also be signed and submitted with the background check form. All recreation volunteers must be approved before beginning to volunteer.

Court-Ordered Volunteers

The City of McMinnville Parks and Recreation Department will accept volunteers performing court ordered community service. Volunteers who are performing court ordered community service must disclose the nature of their conviction to the Volunteer Coordinator or any other staff member of the City of McMinnville Parks and Recreation Department. The City of McMinnville Parks and Recreation Department will not accept volunteers who have been convicted of violent crimes, crimes of a sexual nature or identity theft crimes. Also the City of McMinnville Parks and Recreation Department reserves the right to decline any volunteer

or to limit which days or hours a volunteer can work. Court ordered volunteers are responsible for tracking their own hours.

Dress Code

Personal appearance should be a matter of concern for each volunteer. Volunteers shall be neat and clean in their person and attire when volunteering. Take your lead from the staff and dress appropriately for the task you are performing.

Equal Volunteering Opportunity

The City of McMinnville Parks and Recreation Department provides volunteering opportunities for all individuals regardless of age, sex, color, race, national origin, religious preference, political beliefs, or disabilities. All matters relating to volunteering are based upon the individual's ability to perform the volunteer task, as well as dependability and reliability.

Harassment

The City of McMinnville Parks and Recreation Department intends to provide a volunteer environment that is pleasant, comfortable, and free from intimidation, hostility or other offenses which might interfere with volunteer performance. Harassment of any sort; verbal, physical or visual will not be tolerated.

No Eating, Smoking or Cell Phones in Work Area

The City of McMinnville Parks and Recreation Department staff request that volunteers not eat, smoke or use cell phones in their

work areas. This is a Health Department policy, which we strictly enforce. All volunteers should be allowed a break for eating and restroom breaks during their shift. Alcohol consumption before or during your shift is strictly prohibited.

Safety and Liability

The City of McMinnville Parks and Recreation Department aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured during the volunteer's service, it is important that the volunteer notifies their supervisor immediately. Volunteers should also complete an incident report and submit the report to the volunteer's supervisor.

Standards of Conduct and Ethics

By volunteering with the City of McMinnville Parks and Recreation Department, you have a responsibility to your fellow volunteers and patrons to provide a safe and pleasant working environment. Failure to follow policies can be grounds for dismissal from the program. Volunteers are expected to maintain the highest standards of integrity, honesty, and fortitude in all public activities to inspire public confidence and trust.

Substance Abuse

Possession, sale or use of any mood-altering substance, including alcohol or marijuana, while volunteering is prohibited. This is a violation of safe work practices and grounds for immediate

dismissal from the volunteer program.

Vehicles and Parking

The City of McMinnville Parks and Recreation Department will not pay for loss or damage to your vehicle to and from volunteer assignments or while parked during your shift. The City of McMinnville expects volunteers to carry insurance on their own vehicles covering liability and all property damage. All volunteers are responsible for arranging their own transportation to and from assignments and finding appropriate parking.

Workers Compensation Insurance

Workers Compensation insurance is provided to volunteers with the exception of those volunteering on boards and committees.

Appendix

Volunteer Time Sheet

Coaches Code of Conduct

[Background check form](#)