



DENVER
PARKS & RECREATION

Volunteer Projects



Volunteer Guidelines

The Volunteer Program's mission is to provide the opportunity for people to take pride in their community, to actively contribute and to enhance the character and quality of Denver Parks.

VISION "BUILDING COMMUNITY WITH DENVER PARKS AND RECREATION"

Goals:

- To provide and maintain a safe experience and working environment
- To provide a variety of opportunities for volunteer involvement
- To provide and monitor quality volunteer projects
- To ensure a rewarding experience for the volunteer
- To recognize volunteers for their service
- To actively market the volunteer program
- To collaborate effectively with community agencies and individuals on volunteer projects

VOLUNTEER RESPONSIBILITIES:

Adhere to the 10:1 youth to adult ratio. These adults must make sure all youth in your group are behaving in a safe manner and are fully engaged during the project. Staff will only provide supplies and assistance to oversee the safety of your group and to promote the successful completion of your project. The project will be terminated and volunteers will be sent home if the Project Leader feels the group is not participating



- For the safety of all, minimum age limits will be set for your project. Please respect these age limits by leaving children who are too young to participate at home.
- All Participants will complete a Denver Parks and Recreation Liability Waiver. This can be done one time for each person, prior to any work being done by a volunteer, and submitted to the Project Leader on the day of the project. A parent/guardian must complete the form for each youth under the age of 18. Make sure the emergency contact information section is filled out. Volunteers who do not have this signed form will not be allowed to participate.
- Please arrive on time and make sure the volunteers are prepared to stay for the entire project.
- Perform task to the best of your ability (ensure quality work).
- Follow Project Leader's instruction and directives.
- Notify Park Contact and Tina Myers of any project changes within (5) days prior to the project. Your park contact is on the project confirmation sheet.
- Commitment: Your group's commitment to the project that you have agreed to assist us with, is very important. When a project is organized, our staff identifies specific tasks they need the group to accomplish. These objectives are based on the number of participants available to work and the amount of time allowed. It is important that every project be successful in completing its objectives.
- Confirm the number of volunteers (5) days prior to the project.

Each Participant should bring:

- Liability Waiver(s)
- Work Gloves (we will have extra)
- Filled Water Bottle. Stay hydrated during the duration of the project
- Any personal medications. We cannot administer oral/topical medications. Volunteers who have specific health or emergency needs such as allergic reactions to plants or insect bites should inform the Project Leader before the project. This will help determine what action to take.
- Take breaks as needed
- Wear Sunscreen/hat when appropriate
- Weather-Appropriate Clothing
- Sturdy Footwear (no open-toe shoes)
- Bring lunch and/or snacks
- Be sure to eat a good breakfast
- Do not wear headsets due to safety concerns
- Please Do Not Bring Pets
- Children must be supervised at all times
- Immediately report any fatigue, injury or other medical issue to the Project Leader (regardless of how minor)

- Be courteous to staff and other volunteers
- HAVE FUN!!

PARKS AND RECREATION RESPONSIBILITIES:

It is the goal and responsibility of the Project Leader and the Volunteer Office to ensure that groups are provided with appropriate, safe and fun projects. The Project Leader will also work to ensure the volunteer group receive:

- Timely, accurate communication and information. The Project Leader will begin with an overview of the work that needs to be accomplished, explain to each group how the project will impact the park and help us in accomplishing our goals. Your group's attention during this overview is very important.
- The Project Leader will assure volunteers work in a healthy and safe environment.
- Denver Parks will provide all tools for the project. The Project Leader will demonstrate a safety course with volunteers on the usage of tools prior to the project. It is important that all volunteers hear and understand the safety issues surrounding the tasks they will be performing.
- The Project Leader will support and supervise the entire project, unless an arrangement has been made with the volunteer group.
- The Project Leader will provide emergency procedures instructions.

Safety Information:

The main priority at any project is the safety of all participants. To provide and maintain a safe experience and working environment. To ensure that your group has a fun and safe experience, please review this sheet and adhere to these guidelines during the service project. Be sure to ask the Project Leader and Volunteer Office if there is a safety concern or question.

- Be aware of your surroundings, don't work alone
- Watch for hazardous footing, uneven surfaces, slippery banks, tripping hazards
- Watch for hazardous vegetation weeds, tall grasses, poison ivy, etc.
- Be aware of waste hazards, glass, needles, empty containers, etc., always sweep, rake or shove glass. Never pick up sharp objects with your hands.

NEVER TOUCH NEEDLES!! Notify your Project Leader immediately, and he/she will dispose of the needles.

- Do not reach into "blind" areas with bare hands.
- Use crosswalks or traffic signal when crossing the street.
- When working in or around a gutter, work from the sidewalk. When possible, stay on the sidewalk, never walk in the street.

TOOL SAFETY:

- Always carry tools at your side with the most dangerous part turned down.
- Keep a safe distance when carrying tools, an arm and tool length apart.
- Never play with tools.
- Never swing a tool higher than your shoulders.
- Be aware of those around you, both tool users and non users.
- Store your tool properly, in a central location, not scattered around.
- Use the proper tool for each task

Many of the Denver Parks staff are certified in CPR and First Aid. In the case of a medical emergency beyond the scope of their training, either 911 will be called or the volunteer will be sent to seek further attention.

Thank you again for your commitment to volunteer with Denver Parks and Recreation. We look forward to working with you!