



General Rules for Volunteers

1. Smoking is prohibited.
2. Swearing is not permitted around children.
3. Horseplay and fighting are not tolerated.
4. Possession of unauthorized firearms, alcohol, or illegal drugs is not tolerated.
5. Sexual Harassment is not tolerated and should be reported to a supervisor.
6. Equipment is only to be operated after instruction has been given.
7. Unsafe acts or conditions should be reported to a Supervisor and corrected as soon as possible.
8. Any injuries to participants or volunteers should be reported to a Supervisor immediately. Supervisor or Park District staff should assist you in providing first aid or getting further medical care.
9. 911 is to be called for any life threatening emergencies.
10. If ever assisting with an injury involving blood or other body fluids, disposable latex gloves must be worn.
11. Volunteers are responsible for maintaining an orderly work environment.
12. If fire alarms go off the building must be evacuated immediately; assist staff in evacuating participants and securing the building as requested.
13. Drivers and passengers in motorized vehicles must fasten safety and restraint belts.
14. Any complaints a participant may have should be referred to a Park District Supervisor.
15. Radios should only be used in a professional manner and taken care of when in your possession.
16. Behavior problems by participants should be directed to a Park District Supervisor.
17. If someone reports a child missing, report this to a Park District Supervisor immediately. Your assistance may be needed to search the immediate area.
18. Make yourself familiar with locations of emergency equipment such as first aid kits, fire extinguishers, exits, telephones, etc.
19. Park District Programs that take place outside will be postponed and possibly canceled due to weather. At the first sight of lightening or sound of thunder or tornado sirens participants will be directed as to where to take shelter and volunteers and staff must take shelter as well.
20. Any questions should be asked, don't ever assume – the staff is here to help you.