



2400 Dowie Memorial Drive Zion, IL 60099 • Phone 847-746-5500 • www.zionparkdistrict.com

General Rules for Volunteers

Thank you for your interest in volunteering at the Zion Park District.
Below is a list of general rules to follow for all Park District volunteers.

1. Smoking is prohibited on any Park District property.
2. Swearing is not permitted.
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 immediately.
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. 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. Injuries involving blood or bodily fluids, disposable latex gloves must be worn.
11. Volunteers are responsible for maintaining an orderly work environment.
12. If the fire alarms go off in the building everyone must evacuate 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 Supervisor of the Park District.
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 and, fire extinguishers, exits, telephones.
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. Review the concussion fact sheet for Athletic Programs.
21. Review guidelines for calling child abuse hotline. Read & sign The Abuse & Neglected Child Reporting Act.
22. Got to www.dcfstraining.org/manrep/index.jsp and complete the training and print the certificate for proof of completion. Submit the certificate with your application.
23. Please submit a copy of your First-Aid & CPR card. If you need to take a First-Aid & CPR class please inform your supervisor so they can arrange for you to participate in a Park District class.
24. If you have any questions or concerns please ask. Do not assume. The Zion Park District staff are here to help you.

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