



Paradise Recreation & Park District

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Van Roekel/Bellefeuille*)
Date: Tuesday, May 19, 2020
Time: 4:30 p.m.
Location: Via Teleconference

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to ccampbell@paradisepspd.com before 1:00 p.m. on Tuesday, May 19, 2020 and they will be read into the record.

Please use the link to join the webinar <https://us02web.zoom.us/j/81136399955>

Or via Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 811 3639 9955

AGENDA:

The Committee will meet to review and discuss the following for full Board of Directors consideration and possible approval:

- 1. Discuss Revised 2020-21 Salary Scale Schedule**
- 2. Revised Job Descriptions**
 - a. Administrative Assistant I, II, and III
 - b. District Volunteer
- 3. District Volunteer Guidebook**
- 4. Nondiscrimination Notice Under the Americans With Disabilities Act**

By: 
Colleen Campbell, Administrative Asst. II

5/18/20
Date

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DATE: 5/18/2020
TO: Personnel Committee
FROM: Dan Efseaff, District Manager
SUBJECT: 2020-2021 Salary Scale

1. Background

In 2018, the BOD adopted a 2-year salary schedule (Attachment A) and through the Employee Salary and Wage Negotiations approved the following for Fiscal Year 2018-19 and 2019-20 for full-time staff:

- A 5% increase retroactive to July 1, 2018
- An additional 2% increase effective July 1, 2019

Further, the Board also approved the following for regular part-time staff:

- A \$0.60 cent per hour increase retroactive to July 1, 2018
- An additional \$0.40 cent per hour increase effective January 1, 2019

2. Discussion

During the last cycle, both staff and BOD members viewed the 2-year agreement favorably as it added certainty and minimized time to negotiate.

As in recent years, the State of California mandates increases to the minimum wage. This must be accounted for in a new salary scale. This increase in turn causes "compaction" that is at positions that require greater requirements will receive relatively less pay if left unchanged.

Therefore, staff recommends the following approach for part-time positions: increase all positions by \$1 per hour on 1/1/2021. Past actions maintained that the part-time Administrative I and II positions reflected the state mandated minimum wage increase, although we recommend examination of these levels.

For full-time and permanent positions, we recommend that the committee examine an increase that reflects the Consumer Price Index for California (2.5% as of January 2020, from www.BLS.gov/cpi/) and local changes.

Because of revisions to job descriptions and duties, the salary scale may be subject to changes based on that review, but recommend that the Committee examine baseline changes for all positions and not selected ones.

Staff also suggests that the committee consider directing staff toward another 2-year cycle that can be confirmed in FY 2021-2022 but provides some of the advantages and good will generated from the last approach.

Staff will be able to demonstrate Salary Scale models that can show percentage or absolute difference scenarios for the Committee to review.

3. Fiscal Impact

Salary increases are considered within the preliminary 2020-21 Fiscal Year budget allocation.

4. Recommendation

Authorize staff to bring revised salary scale to the full PRPD Board of Directors for consideration and possible approval.

Attachments:

- A. Approved 2019-20 Salary Scale

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5/18/2020

Paradise Recreation & Park District

Summary Hourly Rate Scale

All Positions

Fiscal Year -

2019-2020

Effective Date: 7/1/2019

Date Approved: 6/12/2019

Version Date: 6/12/2019

Calendar Year:

2019

CLASSIFICATION	Area	Steps							
		1	2	3	4	5	10	15	20

FULL-TIME - Hourly Rate

ADMINISTRATIVE ASSISTANT II	Admin	19.30	19.88	20.47	21.09	21.72	22.37	23.04	23.73
ADMINISTRATIVE ASSISTANT III	Admin	24.20	24.92	25.67	26.44	27.23	28.05	28.89	29.76
ASSISTANT DISTRICT MANAGER	Admin	32.46	33.43	34.44	35.47	36.53	37.63	38.76	39.92
DISTRICT ACCOUNTANT	Admin	21.45	22.09	22.75	23.43	24.14	24.86	25.61	26.38
PARK MAINTENANCE I	Main	13.69	14.10	14.52	14.96	15.40	15.87	16.34	16.83
PARK MAINTENANCE II	Main	16.37	16.86	17.37	17.89	18.43	18.98	19.55	20.13
PARK MAINTENANCE III	Main	19.76	20.35	20.96	21.59	22.24	22.90	23.59	24.30
PARK SUPERVISOR	Main	25.51	26.28	27.07	27.88	28.71	29.58	30.46	31.38
REC SUPERINTENDENT	Rec	27.87	28.70	29.56	30.45	31.37	32.31	33.28	34.27
RECREATION SUPERVISOR	Rec	25.51	26.28	27.07	27.88	28.71	29.58	30.46	31.38

PART-TIME - Hourly Rate

MAINTENANCE

PARK AIDE	Main	12.00		
PARK ASSISTANT I	Main	12.00	12.20	12.40
PARK ASSISTANT II	Main	12.60	12.80	13.00
PARK ASSISTANT III	Main	13.20	13.40	13.60

RECREATION

RECREATION COORDINATOR	Rec	14.50	15.50	16.50
RECREATION LEADER I	Rec	12.00	12.15	12.30
RECREATION LEADER II	Rec	12.45	12.60	12.75
RECREATION LEADER III	Rec	12.90	13.05	13.20
RECREATION SPECIALIST	Rec	21.00	22.00	23.00

Encumbered Rate Multiplier

Full-Time	1.3
Part-Time	1.15

SWIM POOL

CASHIER	Rec	12.00		
HEAD CASHIER	Rec	12.50	12.65	12.80
INSTRUCTOR ASSISTANT	Rec	12.00	12.15	12.30
LIFEGUARD INSTRUCTOR	Rec	12.45	12.60	12.75
POOL MANAGER	Rec	15.15	15.30	15.45
POOL SUPERVISOR	Rec	14.50	14.65	14.80
SENIOR GUARD	Rec	12.90	13.05	13.20
SWIM AIDE	Rec	12.00		

OFFICE

ADMIN ASSISTANT AIDE	Admin	12.00				
ADMINISTRATIVE ASSISTANT I (PT)	Admin	17.10	17.60	18.10	18.60	19.10
ADMINISTRATIVE ASSISTANT II (PT)	Admin	19.10	19.60	20.10	20.60	21.10
INTERN	TBD	12.00	14.00	16.00	18.00	20.00

Paradise Recreation & Park District

Summary Hourly Rate Scale

All Positions

Fiscal Year -

2019-2020

Effective Date: 1/1/2020

Date Approved: 6/12/2019

Version Date: 6/12/2019

Calendar Year:

2020

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ADMINISTRATIVE ASSISTANT II (PT)	Admin	19.10	19.60	20.10	20.60	21.10
INTERN	TBD	13.00	15.00	17.00	19.00	21.00

Staff Report

May 18, 2020



DATE: 5/18/2020
TO: PRPD Board of Directors
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Personnel Committee (Van Roekel/Bellefeuille)

1. REPORT IN BRIEF

At a March 8, 2017 meeting the Board of Directors (BOD) approved the recommended concept and title of 4 proposed part-time office positions (District Accountant, Administrative Assistant (Financial Assistant), Administrative Assistant II (Office Computer Technician), Administrative Assistant I. The measures were considered to reduce employee costs related to full-time employees to part time ones.

At a November 9, 2017 Personnel Committee Meeting, staff reviewed results related to the conversion of full- to part-time positions, and job duties for clerical and financial office positions. Though these measures were taken to reduce employee costs, there were deficiencies with the minimized staffing approach due to scheduling overlap, cross training with front desk staff; and insufficient time for accounting staff to complete tasks.

At a January 2018 Personnel Committee meeting staff recommended increasing the District Accountant position to full-time to ensure complete fiscal oversight of the District.

On June 17, 2019 Personnel Committee met with staff and supported the revised organizational chart and understood from staff that staff would provide revised Administrative Assistant I, II, III job descriptions at a future meeting.

Staff have prepared a streamlined Administrative I, II, and III job description to differentiate between part and full time positions, and increasing level of responsibility as a series within the overall Administrative positions.

RECOMMENDATION

Staff recommends Personnel Committee support the proposed job description for Admin I, II, and III for full BOD consideration.

Attachments:

- A) Job Description: Administrative Assistant I, II, and III

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5/18/2020

Job Description



Position:	ADMINISTRATIVE ASSISTANT I, II, III
Reports to:	District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	I, II - PT – to be determined, not to exceed 30 hours/week (0.75 FTE). III - Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

The series identifies positions of increasing difficulty that perform administrative and clerical tasks for the District.

Administrative Assistant I:

Under the general supervision of the Assistant District Manager and/or the District Manager and direct supervision of the Administrative Assistant III, performs a variety of moderate administrative assignments, receptionist duties and provides specialized office support services for staff. Performs other related duties as assigned.

Administrative Assistant II:

Similar to the duties above with the addition of technical support services for the District and staff. Performs other related duties as assigned.

Administrative Assistant III:

Under general supervision of the District Manager, performs duties similar to the above with the addition of a variety of advanced administrative assignments and specialized office support services for the District Manager, serves as the Clerk Recorder for the Board of Directors, and various committees, provides direct supervision of Administrative Assistant I and II. Performs other related duties as assigned.

Responsibilities and Duties

The list below provides a representative summary of major duties and responsibilities:

Administrative Assistant I:

- Serve as a front office receptionist to assist the public and perform clerical duties;
- Provide guidance to patrons assisting and processing program registration, facility rentals, refunds, and Development Impact Fees;
- Document reservations and notify maintenance staff of setup requirements;
- Assist with the writing and production of the District Activity Guide;
- Prepare program data, schedules, and materials;

ADMINISTRATIVE ASSISTANT I, II, III

- Prepare documents for special projects, reports, evaluations, marketing materials and correspondence;
- Balance daily cash and make bank deposits;
- Schedule and coordinate meetings and/or special events.
- Manage contracts and partnership agreements coordinating with staff and vendors; track requirements and deadlines, develop invoices against contracts; receive and process payments;
- Maintain the front office filing system and online documents;
- Maintain the webpage, program registration software, online marketing and social media, electronic timesheet system; and
- Be a collaborative, flexible team player, keen to engage in positive professional relationships with patrons, staff and vendors.

Administrative Assistant II:

All Administrative Assistant I responsibilities and duties as well as;

- Responsible for the computer information systems of the District and other computer related tasks;
- Working with IT support, identify, troubleshoot, and resolve computer and network problems; Install, update, and maintain software systems;
- Responsible for an inventory and understanding of the District's computer equipment and make recommendations on equipment purchase needs;
- Responsible for file management and backup systems on the server;
- Transition files from paper to electronic, performs purges, organizes, and archives all while maintaining integrity of electronic file system;
- Analyze documents, ensures accuracy and compliance with policy; enters a variety of information in databases and/or computerized systems;
- In the absence of the Administrative Assistant III (Management), serves in that capacity;

Administrative Assistant III:

All Administrative Assistant I and II responsibilities and duties as well as;

- Serve as recorder for Board of Directors and committee meetings, prepare and distribute public agendas, prepare back up material and supporting documentation for Board meetings and committees, assuring proper content, format, order, supporting documentation, and preparation of the official minutes for review, approval, distribution, and upload to the District website;
- Maintain the District's file on approved minutes including all original supporting documents complying with legal requirements and District policy;
- Review, analyze, record, manage, and track contracts and agreements for the District in accordance with state law, including keeping up to date with law and policy changes, seeking legal advice, and coordinating District purchasing activities;
- Prepare routine and complex purchasing and procurement documents including Requests for Proposals (RFPs) and contracts, while coordinating with departments to ensure specifications within purchasing and procurement documents are accurate;

ADMINISTRATIVE ASSISTANT I, II, III

- Develop and update procurement policies to ensure compliance with state law, including researching, interpreting, and analyzing policy issues and recommending policies and practices, and developing purchasing procedures;
- Provide guidance and training for staff on purchasing procedures, RFPs, and contracts;
- Receive, review and process paperwork in assigned area of responsibility, which may include contracts, work orders, invoices, and other documents and codes appropriately for District Accountant;
- Maintain appropriate inventory levels within assigned area of responsibility;
- Maintain and update the manuals and policies to remain in compliance of all laws and regulations;
- Administer and maintain the property and liability insurance program and policies, working with insurance companies, processing and managing claims and property loss, maintaining the insurance asset and property valuation list, and providing recommendations on insurance matters and risk assessment;
- Assist District Manager and provide direction to other Administrative staff in support of required applications and reporting procedures to ensure grant compliance.
- Prepare confidential employee correspondence concerning Family Medical Leave, Workers' Compensation, and other personnel related matters;
- Maintain the District's confidential administrative files on the District server;
- Prepare and compose a wide variety of reports, documents, and correspondence;
- Submit recommendations to District Manager on annual budget expenses for District office operation concerning equipment, supplies, staffing, and service agreements;
- Consolidate final budget requests from all departments to create final full District budget proposal to be presented to the District Board of Directors for approval; and
- Coordinate, schedule, track, and maintain records of District staff and Board of Directors' compliance with state mandated training requirements, such as but not limited to, Sexual Harassment Training, Ethics Training, and Conflict of Interest Statements.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Administrative Assistant I:

- Strong understanding of policies, procedures, and practices of the District;
- Knowledge of office administrative processes, procedures and functions;
- Ability to maintain filing systems, and computer data systems;
- Strong knowledge of basic math, spelling, English and grammar;
- Ability to work independently while also able to work cooperatively with others;
- Excellent time management skills with the ability to appropriately plan, organize, prioritize, delegate and review work in order to meet schedules, competing tasks, assignments, and ongoing projects;
- Good listening, diplomacy, and analytical skills;
- Effectively communicate with tact and diplomacy verbally and in writing, while always representing the District in the best light;
- Ability to navigate difficult conversations while keeping rapport;

ADMINISTRATIVE ASSISTANT I, II, III

- Apply District rules, policies, and legal requirements, maintaining confidentiality;
- Proficient bookkeeping skills relating to cash reconciliation and deposits;
- Exercise good judgment, initiative, and strategic thinking;
- Computer competency in Microsoft Office applications; and
- Ability to develop and maintain a professional and collaborative working relationship with District staff, vendors and patrons.

Administrative Assistant II:

All of Administrative Assistant I knowledge, skills and abilities, as well as;

- Advanced understanding of current information technology systems; and
- Principles and practices of project management and prioritization, solution strategy development and implementation.

Administrative Assistant III:

All of Administrative Assistant I and II knowledge, skills and abilities, as well as;

- Principles and practices of public administrative processes, procedures and functions;
- Knowledge of the public meeting process and recorder duties and requirements;
- Federal, state, and local laws, rules and regulations pertaining to public contracting, public procurement, and keeping current with law changes and new best practices; and
- Financial principles and practices in local government for budget preparation and administration techniques;

Education and Experience

Any combination of education and experience that would likely provide the knowledge, skills, and abilities required to perform duties. A typical way to obtain the qualifying knowledge, skills, and abilities would be:

Administrative Assistant I:

- High school diploma or equivalent.
- A minimum of two (2) years of administrative experience.

Administrative Assistant II:

- Associates degree or equivalent in office administration, business or related field.
- Three (3) years of increasingly responsible experience in the performance of a variety of administrative, business analysis, or technical services.

Administrative Assistant III:

- Bachelors degree or equivalent in office administration, business or related field.
- Four (4) years of increasingly responsible experience in professional public agency administration, supervising staff, budgeting, and office management.

License and Certification

- Possession of, or ability to obtain within 30 days of hire, a valid Class C California driver's license; and
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

ADMINISTRATIVE ASSISTANT I, II, III

Medical Examination and Finger Printing

Successful candidates must:

- Individual must pass District pre-employment medical examination and pass a DOJ Live Scan background check.

Physical Requirements and Work Environment

Reasonable accommodations provided:

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting and climbing stairs;
- Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects;
- Remain in a stationary position (sitting or standing) for extended periods of time (approximately 75% of the time), move about the office occasionally (approximately 25% of the time);
- Must be able to travel to locations in, around, or outside the District Boundaries.
- Expressing or exchanging ideas by means of the spoken word;
- Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound;
- Making substantial movements (motions) of the wrists, hands, and/or fingers;
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals;
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions;
- Ability to periodically work evenings or weekends; and
- Work obligations may entail occasional field meetings and inspections;

Direct Reports

Administrative Assistant III: Administrative Assistant I and II.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Administrative Assistant III (FT)

- Medical, Dental, Vision, Life Insurance, CalPERS Retirement (Employee Share of Cost at 7%)
- Vacation

Administrative Assistant I, II, and III

ADMINISTRATIVE ASSISTANT I, II, III

- 457 Retirement (*Optional employee contribution plan*)
- Flex Plan (*Optional employee contribution plan*)
- Paid Holidays, Sick Leave, Longevity Increases
- Employee Discount on District Programming and Facility Rentals

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>Click to enter date approved.</i>
History	
Reviewed:	<i>Date when the job description was reviewed and by whom.</i>

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5/18/2020

DRAFT

Paradise Lake Park Steward

Job Description



Position:	Paradise Lake Park Steward
Reports to:	Title of Supervisor
Category:	Select Non-Exempt or Exempt
Weekly Hours:	Agreed upon by candidate and supervisor (2-hour shift minimum)
Date:	Status: Pending 5/19/2020

Yellow highlights: not sure what to put.

Position Overview

Park Stewards are long term volunteers who adopt certain parks or trails. Under supervision of Park Maintenance staff, performs a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, construction duties, facility supervision, work on special projects, and other duties as assigned. Stewards set their hours and work with the support of PRPD staff. Minimum 16 years of age required.

Responsibilities and Duties

This position assists staff in numerous areas. When needed, park stewards would be our go-to for providing visitors with guidance, facility information, and answer questions as needed. Duties may include, but are not limited to, the following:

- Assist district staff with set up and clean-up of recreation programs and special events.
- Ensure safety by reporting problem spots on trails, facilities, and equipment.
- Report encroachments and dumping activity.
- Clean restrooms, change trash, litter pickup, wipe down tables/benches and other duties related to keeping facilities and landscape clean and orderly.
- Plant trees and shrubbery, dig ditches, rake, fertilize, prune plants, and other duties related to keeping the landscape in good condition.
- Maintain trails by clearing them of unwanted debris, assist in repairs, and close as needed.
- Remove weeds and invasive vegetation.
- Operate light duty vehicles to transport others, equipment, or trash.
- Perform construction tasks as required for District repairs and projects.
- Perform related work as assigned or required.

Primary Objectives

- Assist staff with routine tasks, projects, and activities to efficiently utilize district time.
- Be a positive PRPD representative to encourage a sense of community ownership for local parks.

Requirements and Qualifications

Paradise Lake Park Steward

Knowledge, Skills, and Abilities

Volunteers are expected to complete their work to the best of their abilities while consistently demonstrating a high level of courtesy and respect for others and represent PRPD honorably. The following knowledge, skills, and abilities are desired for a successful candidate, but are not a deal breaker.

Knowledge of:

- maintenance procedures to keep facilities clean and orderly and in good condition.
- methods, tools, and material used in caring for park landscape and construction.
- ecology, environmental science, and/or recreation administration.
- water safety.
- fishing.

Skills to:

- operate light-duty vehicles.
- handle common hand tools.

Ability to:

- follow written and oral instructions and complete assigned tasks efficiently and independently.
- perform heavy physical labor and to work indoors and outdoors.
- maintain good working relationship with employees and patrons.
- identify flora/fauna.
- maintain willingness to learn and ask questions.
- be an outstanding, collaborative, flexible team player, keen to engage in positive, supportive professional relationships and maintain cooperative and effective working relationships with patrons, staff, and other individuals.

Education and Experience

A combination of education and experience that provides the required knowledge, skills, and abilities is desired. One way, but not the only way, to obtain the knowledge, skills, and abilities would be:

Education

- Equivalent to a high school diploma.
- Pursuit of environmental or land management studies.

Experience:

- previous work experience, especially working with the public and other team members.
- general maintenance, manual labor, or related work.
- one or more of the construction trades.
- landscaping.

Paradise Lake Park Steward

- yard work.
- hobbies.
- volunteer experiences.

Active Affiliations

- Clubs, groups, companies, non-profits, etc.

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record.

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination.
- Complete fingerprinting and screening.

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds.
- The estimated working position is standing or walking 90% of the time.
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling.
- Frequent negotiation of rough and uneven terrain.
- Frequent handling and dexterity.
- Reasonable accommodations provided.

Work Environment

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to perform the essential functions of the job.

- Occasionally exposed to moving mechanical parts and vehicles.
- Noise level is usually quiet to moderate.
- The passage of employees through work area is minimum.
- Body of water located in middle of work environment.
- Fog can be thick and limit visibility in the early mornings/evenings especially during wetter seasons.
- Certain locations around the park have rough and uneven terrain.
- Outdoor work environment comes with the potential to be exposed to sun, yellow jackets, bees, ticks, snakes, poison oak, and other natural factors.

Paradise Lake Park Steward

Direct Reports

NONE.

Benefits

Volunteers are invaluable resources and because of this various awards, acknowledgment of service and activities will be planned each year and are part of our efforts to recognize volunteers for helping make our community a better place to live.

- The chance to be a member of a wonderful team and sharing your love of Paradise Lake.
- Annual BBQ

PRPD Board of Directors Action

Status:	<i>Proposed</i>
Date approved:	<i>Date upon which the job description was approved. Note previous job description (i.e. Supersedes 1/23/18 District Manager Job Description).</i>
Reviewed:	<i>Date when the job description was last reviewed and by whom</i>

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5/18/2020



DATE: 5/14/2020
TO: Personnel Committee
FROM: Sophia Munoz-Oliverez
SUBJECT: Volunteer Guidebook and Park Steward Job Description

Summary

1. Background

Historically Paradise Recreation and Park District (PRPD or District) has not had a formal volunteer program, nor a guidebook to provide reference to volunteers and staff about rules and responsibilities of the District and volunteers. Without an official volunteer program and guidebook the District was poorly positioned to set direction, budget, and a volunteer coordinator to lead the effort. When needed, certain staff supervised a volunteer in their area of focus to assist them in their work. This ad-hoc approach to managing volunteers resulted in lost opportunities within the District to utilize community members' talents in a mutually beneficial, methodical manner.

The District had been hesitant to develop a formal volunteer program due to liability concerns. To mitigate concerns the volunteer program will follow California JPIA Volunteer Manual guidelines provided by CAPRI for integrating volunteers into District projects. The guidebook covers procedures, responsibilities/expectations for the District and volunteers, emergency protocol, and agreement documents. In anticipation of the community being made aware of the long-term volunteer opportunities within the District, staff has developed a park steward job description for those interested in long term volunteer opportunities with the District. Staff invites comments on the guidebook and seeks approval of the volunteer park steward job description.

2. Fiscal Impact

Establishing a formal volunteer program (both short and long term volunteer opportunities) will not incur significant fiscal impacts for the District. Expenses identified thus far are relatively minor, such as providing activity refreshments, incentives, and forms of appreciation for volunteers. These expenses will be offset by reduced staff payroll and donations from local businesses to support the volunteer program. Since mid-March volunteer hours have already contributed 124 hours to PRPD via projects at 4 different properties (Lakeridge, Bille Park, Paradise Lake, and Crain Memorial Park) freeing up full-time staff to perform specialized work.

1. Discussion

The volunteer guidebook and job description are essential documents that will assist staff and volunteers to ensure the safety of participants and sustainability of the program. Staff invite feedback on the volunteer guidebook and seek approval of the volunteer park steward job description for review by the full Board to continue program development and expand the depth and breadth of community outreach, engagement, and stewardship of our parks and programs.

Recommendation: *Approve volunteer park steward job description for review by the full Board.*

Attachments:

- A. Volunteer Guidebook
- B. Park Steward Job Description

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5/18/2020

2020

Paradise Recreation and Park District



Volunteer Guidebook



Sophia Munoz-Oliverez

Volunteer Coordinator



Paradise Recreation & Park District

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Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-662-2037
Fax: 530-872-8619
Website: www.ParadisePRPD.com

Welcome!

Dear volunteer,

Welcome to the Paradise Recreation and Park District (PRPD, District) volunteer program! We are delighted that you have chosen to volunteer your time with us. 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 District depends on volunteers like you to ensure that we operate efficiently and successfully to continuously improve and maintain our parks, trails, facilities, and events to the highest standard. Volunteers at PRPD do everything from invasive plant removal, construct/maintain trails, site preparation/playground dismantling/rebuilding, and so much more! There is a wide variety of volunteer opportunities available that may align with your interests, hobbies or passions, or spark interest in something new. If you have a specific set of skills, you want to put to work to benefit our community we can find something for you. If you just want to come out and participate in a volunteer activity to learn new skills with other volunteers from our community, you are welcome! In short, PRPD could not operate at the high level of quality and care our community expects and deserves without dedicated volunteers like you. Our goal is to create community and quality of life through people, parks, and programs. Your precious gift of time and service can help us achieve our goals and improve our community.

The volunteer guidebook provides answers to many of the questions you may have about the volunteer program we offer. It covers policies and procedures, and our mutual responsibilities and expectations. You are responsible for reading and understanding the volunteer guidebook, and for adhering to PRPD policies and procedures. If anything is unclear, please discuss the matter with the Volunteer Coordinator.

Again, on behalf of our staff and everyone here at PRPD, we welcome you to our volunteer program. Thank you for taking the time to help us rebuild the ridge, one helping hand at a time.

Sincerely,

Volunteer Coordinator

Enhancing the quality of life through People, parks and programs



Paradise Recreation & Park District

**6626 Skyway
Paradise, CA 95969
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Mission

To provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the people in the foothill communities we serve and beyond.

Overview

The volunteer program is designed to coordinate and manage all volunteer efforts, which support existing services provided to the community. The program addresses community service needs while placing special emphasis on Paradise Recreation and Park District priorities. With this in mind, it is important to effectively match individuals and groups interested in providing volunteer services to appropriate PRPD departments that have exciting and fun work opportunities.

The purpose of this guidebook is to provide guidance and direction to staff and volunteers alike. As you begin volunteering for Paradise Recreation and Park District, you may have questions. This guidebook is intended to help you answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

PRPD Volunteer Program Goals

- To create a volunteer program in which individuals, groups, and organizations have an opportunity to help improve the communities served by the District.
- To provide our community with a sense of ownership and caring for the public parks and programs managed by PRPD.
- To create and nurture mutually beneficial partnerships with area businesses, nonprofits, community groups, and governmental organizations.
- To increase the breadth and depth of PRPD's ability to diligently manage and care for the parks and programs that serve our community.
- To increase the public trust and transparency in the work PRPD does to care for the parks and programs that serve our community.
- To provide volunteers with opportunities that offer a positive and worthwhile experience.
- To create awareness for individuals to view the natural world in a holistic view to manifest a sense of mutual respect for natural resources and all life it supports.

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed it's the only thing that ever has."

Margaret Mead

What Volunteers Can Expect from Paradise Recreation and Park District

Volunteers who assist the District can expect to:

- Work in a healthy and safe environment and to be treated with respect.
- Be given the onboarding, orientation, tools, equipment and training necessary to safely fulfill your role.
- Be given a copy of the volunteer guidebook and any procedures that affect your role.
- Have a role description and agreed upon hours of contribution.

What Paradise Recreation and Park District Expects from Volunteers

Throughout their time of service, volunteers should:

- Be reliable.
- Be accountable for all actions.
- Be committed to the organization.
- Respect the confidentiality of participants and staff.
- Carry out the specified role according to the position description and safety training.
- Ask for support when needed.
- Behave appropriately at all times and be courteous to the public, staff, wildlife, and other volunteers.
- Value and support other volunteers and staff.
- Ensure the safety of yourself and others by following policies and procedures.
- Sign the volunteer waiver/sign-in form and keep accurate track of your volunteer hours.
- Discuss any issues you may have regarding the Park District with your supervisor or the Volunteer Coordinator.
- Give notice before leaving the Park District Volunteer Program and activities.

Becoming a Volunteer

We are pleased that you have expressed interest in becoming a volunteer with PRPD. Others like you have volunteered for many reasons, including learning new skills, meeting new people or making a difference in the community.

Each volunteer must complete an initial information form and liability waiver form. It is important for us to know of any medical conditions which may affect your volunteering. If you are a minor, your parents must also sign these forms. No one may volunteer unless a completed liability waiver form is on file.

All volunteers go through a formal screening process and must be accepted by PRPD as a volunteer. The amount of screening will depend upon the type of volunteer opportunity you choose and how long you plan to volunteer. A minimum of two references will be contacted. Also, a motor vehicle driving record check and/or a criminal record background check may occur.

Upon completion of the screening process, you will receive an orientation from the Volunteer Coordinator. You will also receive specific training from the staff member to whom you will report.



Types of Volunteers

Park Stewardship

Park stewards are long term volunteers who adopt certain parks or trails. Stewards can perform regular duties such as litter pickup, cleaning trail of rocks and branches, removing non-native plants, reporting problem spots or helping with cleanup after storms, reporting encroachments and dumping activity, stocking dog waste stations with bags, reporting maintenance issues, and more. When needed, park stewards would be our go-to for help with planting native trees and shrubs, closing problem trails until they can be rehabilitated, or helping to repair trails. Stewards set their hours and work with the support of PRPD staff. **Application required.**

Group Volunteering

Group volunteering provides tremendous social benefits and is a great way to build a cohesive relationship with others while positively impacting the community. Group volunteering can be a one-time event to assist PRPD with a project that requires a large group of people to complete, or ongoing support of specific or varied tasks within PRPD parks. Organizations, clubs, religious groups, businesses, and teachers seeking opportunities for their students are encouraged to contact PRPD staff so we can align your group's preferences with District needs.

Individual Volunteering

There is always a need to accept help from someone who offers. PRPD staff can work with individuals who wish to contribute at varying intervals and/or varying locations. Please contact PRPD staff so we can align your preferences with District needs.

School Stewardship programs

Schools and classes throughout the district can work with PRPD to engage students in applied learning in ecology and wildlife through stewardship of our local parks. When children participate in the process of caring for their parks, they feel a sense of ownership and pride in their community. **Application required.**

Special Events

If you are looking for a short-term or one-time opportunity, check out one of our many special events held each year throughout the District, such as the Gold Nugget Craft Fair, Johnny Appleseed Days, Fishing Derby, movie nights in the park, and more. Special event volunteer opportunities are available for both individuals and groups.

Gardening

Volunteers assist PRPD to plant new, and/or care for existing, flowers, shrubs and trees and perform habitat restoration. Work is also required to remove unwanted vegetation, leaves, or invasive species.

Trails Maintenance program

Organizations and individuals' work will contribute to maintaining trails in optimal condition by removing trash and debris or invasive plant species that could pose harm to the trails.

Special Projects/Construction

Volunteers help to fix broken or damaged park amenities and facilities, build new trails, or assist with the construction of new park amenities.

Considerations for Serving as a Volunteer

Volunteer Duties

A description of your assignment will be developed prior to your volunteer placement so that you are provided a clear, complete and current description of the duties and responsibilities of your assignment. The duties are subject to change, but you will be notified in advance. In addition, a listing of volunteer assignment qualifications, an orientation, and a supervisor will also be provided.

You may not perform professional services for which certification is required, **unless** you already hold the appropriate certificate or license, and have received approval from the volunteer coordinator. Upon seeking approval, please make sure to provide copies of any certificates or licenses, including any special driving licenses, first aid or CPR certification.

Volunteer Hours

PRPD must keep track of the hours you volunteer to assure coverage under our self-insured liability. Time records are used to determine how service levels have increased and which services have been enhanced by volunteers. Timesheets are to be filled out each time a volunteer works, at the end of the month, or whenever stipulated by the supervisor. Each volunteer is asked to follow this practice. Volunteers might also want to maintain this record to document their experience and commitment. The hours recorded are also used for recognition purposes to receive awards or other forms of appreciation.

Placement and Schedules

Work schedules of volunteers are diverse and varied depending on the program and or location of volunteers. Long term volunteers should work with their supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to his or her assignment on a scheduled day, the volunteer should notify his or her job supervisor as soon as possible.

PRPD will exercise appropriate care in the placement of volunteers into positions serving populations that include minors, the elderly or the frail, and individuals with disabilities. Depending on the nature of the assignment, volunteers may be required to be fingerprinted and submit to a background check. You will be informed if fingerprinting is required for your position. Volunteers who do not agree to the required screening may be refused an assignment.

Problem Solving

If a problem should arise concerning any condition of your volunteering with PRPD, you should attempt to reconcile the matter with your supervisor. All volunteers are encouraged to attempt to settle problems or issues requiring attention within the department to which the volunteer is assigned. For example, if you are volunteering with park operations pulling an invasive and an issue arises you should seek to settle the matter with a supervisor in park operations instead of a supervisor in the recreation department. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached from discussion within the department, then notify the Volunteer Coordinator.

Recognition

Because we feel that volunteers are invaluable resources, various awards, acknowledgment of service and activities are planned each year and are part of our efforts to recognize volunteers for helping make our community a better place to live.

Attendance

Volunteers are expected to always be prompt and on time in reporting for their assignment(s). Being late may inconvenience those who are counting on your presence. If unforeseen

circumstances make you late, please notify your supervisor in advance. For those times when you are ill and unable to work, call your supervisor or department as early in the day as possible. Failure to appear for your shift without notifying your staff supervisor may result in your dismissal from the volunteer program.

Protective equipment

Standard personal protective equipment such as eyewear, earplugs, gloves, a vest, and a hard hat will be provided based on activity.

Photo Releases

When signing the volunteer waiver, you are giving consent to PRPD to use any photos or video coverage of yourself, and/or minor child/ward in future publications and promotional materials. Photos and videos remain the property of the Paradise Recreation and Park District.



Volunteer Rights and Responsibilities

Rights

Each volunteer at PRPD is viewed as an important part of the organization's ability to get the job done. As a volunteer, you are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with PRPD. In addition, please refer to the Volunteer Protection Act of 1997.

- Volunteers have the right to safe working conditions and the ability and training to communicate concerns or issues should they occur.
- Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.
- Volunteers will be treated as co-workers.
- Volunteers will know as much about the organization as possible.

Responsibilities

- Volunteers are expected to complete their work to the best of their abilities while consistently demonstrating a high level of courtesy and respect for others and represent PRPD honorably.
- Contribute to PRPD parks and programs in meaningful work on events and projects that make the best use of the volunteer's skills and qualifications.

Other Responsibilities

- Keep your work commitment.
- Inform your supervisor if you have a planned absence.
- Accept training and participate in other job development activities.
- Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
- Never use job knowledge or contacts for personal gain.
- Treat citizens, co-workers, wildlife, and others with respect.
- Be aware of procedures and rules, including safety rules.
- Report all on-the-job accidents and injuries to your supervisor immediately.
- Report any unsafe practices or procedures to your supervisor.
- Cooperate and assist in the investigation of any work accident.
- Follow personal hygiene and grooming habits, as well as manner of dress, that allows you to safely complete volunteer duties.
- Obtain and wear/use any specialized safety clothing or equipment.
- Wear seat belts when driving on district business.
- Be cooperative by accepting instructions, guidance, and suggestions from staff.

VOLUNTEER BILL OF RIGHTS

The Paradise Recreation and Park District staff and the Board of Directors affirm that members of the corps of volunteers have the right to:

Meaningful work which meets their interests and needs;

Respect for the individual's skills and dignity;

Recognition of their contributions;

Confidentiality in all personal matters and records;

Accurate records of volunteer service;

Equal partnership with paid staff team members;

A published job description for each assignment;

Orientation to the volunteer program and specific job training;

Guidance and support of a program supervisor;

Frequent communication and performance feedback;

Ability to change assignments;

A place for discussing issues and suggestions;

An open door with the Coordinator of Volunteer Services.

Volunteer-Related Rules and Regulations

Orientation and Training

Since each volunteer position is different, training will be provided by your staff supervisor. Training will be appropriate to the complexity of the volunteer position.

Supervision

All volunteers will have an identified supervisor. This supervisor may be a staff person or, in some cases, a volunteer. The supervisor is responsible for guidance and support of the volunteer and should be available for questions. An adult must supervise volunteers under the age of 18.

Age Minimum

PRPD welcomes volunteers of all ages and ability levels. Volunteer opportunities will specify any age restrictions in the posting. The minimum age for volunteers is 16 unless accompanied by an adult or staff supervisor. Exceptions may be made on a case-by-case basis. All minor volunteers will require parent/guardian approval prior to beginning volunteer work.

Duty Restrictions

Certain safety and organizational precautions must be taken in assigning volunteers to duties and defining their responsibilities:

1. A volunteer cannot be used to replace or eliminate any authorized staff position. Rather, volunteers assist park employees in the completion of their duties.
2. A volunteer may not be placed in a hazardous situation or exposed to hazardous chemicals as part of their work.
3. Volunteers are prohibited from using power tools of any kind.

Standards of Conduct

By volunteering with PRPD, you have a responsibility to your fellow volunteers and District patrons to provide a safe and pleasant working environment. Failure to follow policies can be grounds for dismissal from the program. Volunteers who do not adhere to the rules, policies and regulations of the District, or fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed at any time. PRPD reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

Substance Abuse

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

Background Check

All prospective volunteers for PRPD will be required to submit to a local law background check prior to acceptance as a volunteer in any recreation center. The cost of this screening will be paid for by PRPD. Individuals who refuse to comply with this request will not be accepted as a volunteer. All recreation volunteers must be approved before beginning to volunteer.

Equal Volunteering Opportunity

PRPD provides volunteering opportunities for all individuals regardless of age, sex, color, race, national origin, religious preference, political beliefs, or disabilities that do not prohibit

performance as a volunteer. All matters relating to volunteering are based upon the individual's ability to perform the volunteer task, as well as, dependability and reliability.

Vehicles and Parking

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

Harassment

All volunteers and employees working with the District are to be treated with respect and dignity.

The District is committed to providing an atmosphere free of harassment and discrimination based on such factors as race, color, sex, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws. Harassment and discrimination are against the law. The District strongly disapproves of and will not tolerate harassment or discrimination of its volunteers by managers, supervisors, co-workers, independent contractors or members of the public. Similarly, the District will not tolerate harassment or discrimination by its volunteers against others with whom the District has a business, service, or professional relationship. Because it is difficult to determine whether the conduct is unlawful, the District prohibits all inappropriate and/or disrespectful conduct based on the characteristics identified above, even if such conduct does not violate the law.

Some examples of conduct that may violate this policy include verbal, physical, and visual contact that creates an intimidating, offensive or hostile working environment or that interferes with work performance. Some examples of conduct potentially violating this policy include racial or sexist slurs, ethnic or sexist jokes, posting of offensive statements, posters or cartoons, and unwanted touching or blocking of normal movement.

PRPD encourages volunteers to bring any incidents of sexual harassment or discrimination to the immediate attention of a direct supervisor or the District Manager.

Dress Code

As a representative of the PRPD, 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 your staff supervisor.

Special Events Policy

No Eating, Smoking or Cell Phones in Work Area

The events staff request that volunteers not eat, smoke or use cell phones in their work areas. Smoking is prohibited in all District facilities, including District vehicles. 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(s). Alcohol consumption before or during your shift is strictly prohibited.

Assigned Areas

We do our best to place all volunteers in their requested areas. Sometimes there are circumstances that surprise us, like a volunteer that can't fulfill their commitment, or an area gets busier than expected. In these cases, it is often necessary to relocate volunteers to where we need them the most. Please understand that we rely on your flexibility if you are asked to work at an alternative location.



Medical Response

In an emergency, call 911. Next, as soon as possible, call the appropriate supervisor.

- Stay calm and think through your options.
- Know the emergency numbers (fire, police, hospitals, PRPD)
- Know the location of the worksite and where exit or escape routes are located.
- **Do not hesitate** to call or alert others if you believe that an emergency is occurring.
- First aid supplies are located in the black storage tote for use by those who are authorized and properly trained.

In the event anyone is injured or is affected by an illness, volunteers are not required to administer first aid and/or CPR. However, if a volunteer chooses to provide first aid, it should be consistent with their comfort level and training.

Always contact 911 immediately in the following situations:

- The injury or illness requires care greater than you are able to provide.
- You feel uncomfortable with the situation. If any doubt exists, it is recommended to err on the side of caution and contact the local paramedics who can use their advanced medical training to determine what treatment is needed.
- A head injury has occurred. Head injuries have the potential to be very serious without visible or easily identifiable symptoms. It is best if a medical professional evaluates an injured person.
- If the injured or ill person is unable to drive themselves and a relative or friend cannot be reached. **Under no circumstances should a volunteer transport participants or patrons to a medical facility, to their home, or any other location.**

Emergency Contact Information

POLICE DEPARTMENT: Paradise PD (530) 872-6241 (non-emergency information)

Oroville PD (530) 538-2448

Oroville- Butte County Sheriff Headquarters (530) 538-7321

Magalia- Butte County Sheriff Substation (530) 872- 6337

ANIMAL CONTROL: Paradise (530) 872-6275

Oroville- Butte County Animal Control (530) 538-7409

FIRE DEPARTMENT: Paradise Fire Station 81 (530) 872-6264

Magalia- Butte County Fire Dept. (530) 872-6323

HOSPITAL: Chico- Enloe (530) 332-7300

1531 Esplanade, Chico, CA 95926

Paradise- Adventist Health Feather River (530) 872-2000

5125 Skyway Road, Paradise, CA 95969

PARADISE RECREATION AND PARK DISTRICT: (530) 872-6393

VOLUNTEER COORDINATOR: Sophia Munoz-Oliverez (530) 586-6010

Volunteer Application

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Occupation: _____

Special Skills, Talents, and Languages:

Emergency Contact: _____ Phone: _____

Do you have a driver's license? _____ Transportation? _____

Have you ever been convicted of a violation or attempted violation of Section 243.4 of the Penal Code, a sex offense against a minor, or of any felony, which requires registration pursuant to Section 290 of the Penal Code? _____ Yes _____ No

How did you become interested in the volunteer program?

Assignments Preferred: _____

Previous Volunteer Experience: _____

Other Applicable Experience: _____

Certification or Licenses Held: _____

Hours Available:

Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

Saturday _____

Do you have any limitations related to health or physical ability? If so, please explain. All matters relating to volunteering are based upon the individual's ability to perform the task(s) and reasonable accommodations will be made where appropriate.

References:

1. Full name: _____ Phone: _____ Relation: _____
2. Full name: _____ Phone: _____ Relation: _____
3. Full name: _____ Phone: _____ Relation: _____

Applicant Signature: _____ Date: _____

Completion of the Remainder of this Form is Optional

Volunteers are recruited and selected on their interests, skills, knowledge, and abilities. A diverse corps of volunteers is both necessary and desirable. The program office uses the following demographic information to meet diversity goals.

Please Check One:

- Black (Not Hispanic) White (Not Hispanic) Hispanic
- American Indian or Alaskan Native Asian or Pacific Islander

Please Check One:

- 18-25 26-35 36-45 46-55
- 56-65 Over 65

Minor volunteer Application

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Date of Birth (Month/Day/Year): _____

Names of Parents or Guardians: _____

Parents' or Guardians' Daytime Phone: _____

Emergency Contact: _____ Phone: _____

Have you ever been convicted of a violation or attempted violation of Section 243.4 of the Penal Code, a sex offense against a minor, or of any felony, which requires registration pursuant to Section 290 of the Penal Code? _____ Yes _____ No

School: _____ Grade: _____

Career Interests:

Special Skills, Talents, and Languages:

How did you become interested in the volunteer program?

Assignments Preferred: _____

Previous Volunteer Experience: _____

Other Applicable Experience: _____

Hours Available:

Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

Saturday _____

Do you have any limitations related to health or physical ability? If so, please explain. All matters relating to volunteering are based upon the individual's ability to perform the task(s) and reasonable accommodations will be made where appropriate.

References:

1. Full name: _____ Phone: _____ Relation: _____

2. Full name: _____ Phone: _____ Relation: _____

3. Full name: _____ Phone: _____ Relation: _____

Applicant Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Completion of the Remainder of this Form is Optional

Volunteers are recruited and selected on their interests, skills, knowledge, and abilities. A diverse corps of volunteers is both necessary and desirable. The program office uses the following demographic information to meet diversity goals.

Please Check One:

_____ Black (Not Hispanic) _____ White (Not Hispanic) _____ Hispanic

_____ American Indian or Alaskan Native _____ Asian or Pacific Islander

VOLUNTEER AGREEMENT

Paradise Recreation and Park District (PRPD, District) gratefully accepts _____ into its volunteer program. PRPD will do its very best to make the volunteer's experience productive, fun and rewarding. To that end, this agreement addresses the commitments made by the District and the volunteer.

PRPD commits to the following:

- To provide training and support for the volunteer so that he or she may be confident in their assignment.
- To provide diligent guidance, supervision, and feedback on performance.
- To respect the skills, individual needs, and dignity of the volunteer.
- To be receptive to comments and suggestions from the volunteer.
- To treat the volunteer as an equal co-worker to paid staff, jointly responsible for the completion of the District's mission, vision and commitment to our community.

The volunteer commits to the following:

- To perform assigned duties to the best of his or her ability, and to inform PRPD if changes in his or her situation or health would interfere with the safe and timely performance of these duties.
- To adhere to PRPD rules, policies and procedures, including recordkeeping and confidentiality of District and client information.
- To meet time and duty commitments, or to provide adequate notice so that alternative arrangements can be made.

Agreed to:

Volunteer: _____ Date: _____

Coordinator: _____ Date: _____

VOLUNTEER SERVICE STATEMENT

In performing the service specified in my volunteer job description, I acknowledge:

- I have attended the Agency's volunteer orientation program and have been given a copy of the Volunteer hiring packet, which includes a volunteer guidebook, my job description, policies and procedures, and safety information;
- I have acquainted myself with what is required to perform my tasks, and represent that I have the skill and ability to perform them and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- I will adhere to the safety training provided by the supervisor and assume full responsibility for my own safety;
- I will perform my volunteer service in compliance with the standards and specifications established for my position.

Volunteer's Signature: _____

Date: _____

Liability Waiver

ACTIVITY/PROGRAM: _____

Any and all activities involve the risk of injury. You, as the participant, must be aware of the particular risks involved in the activity you have signed up for. For example, a softball player runs the risk of breaking an arm while diving for a ball, or being struck by a thrown ball; a calligraphy student may fall and break a bone while walking out of class or to their chair; an excursion participant may trip and fall from the bus or the bus itself may be involved in an accident. In any event, participants must understand that all activities have the potential for an injury and Paradise Recreation and Park District is not liable. Participants must understand and agree that they take part in the activity at their own risk.

AGREEMENT, WAIVER AND RELEASE

In consideration for being permitted by the Paradise Recreation and Park District to participate in the above activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the above district (its officers, employees, and agents) from any and all liability arising out of, or connected in any way with, my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT, AND I SIGN IT OF MY FREE WILL.

SIGNATURE

DATE

NAME PRINTED

VOLUNTEER PERFORMANCE REVIEW

Name: _____ Date: _____

Assignment: _____

How many hours has the volunteer worked in this assignment? _____

Check the level which best describes the volunteer's performance:

	Excellent	Good	Fair	Poor
Dependability	_____	_____	_____	_____
Ability to Perform Duties	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Attitude Toward Job	_____	_____	_____	_____
Attitude Toward Others	_____	_____	_____	_____
Overall Suitability for the Job	_____	_____	_____	_____

Comments:

Prepared by: _____ Date: _____

Volunteer's Signature: _____ Date: _____

VOLUNTEER TIMESHEET

Name: _____ Supervisor: _____

Assignment: _____ Department: _____

Month: _____

Enter the total number of volunteer hours worked for each day. Total all hours worked in a given week, and enter it in the "Total" column.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

VOLUNTEER PROTECTION ACT OF 1997

This is the text of Public Law 105-19; the Volunteer Protection Act of 1997 as signed into law by President Clinton on June 18, 1997:

One Hundred Fifth Congress of the United States of America

At The First Session

Begun and held at the City of Washington on Tuesday, the seventh day of January, one thousand nine hundred and ninety-seven.

An Act

To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers. Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled.

Section 1. Short Title

This Act may be cited as the 'Volunteer Protection Act of 1997'.

Section 2. Findings And Purpose

(a) Findings. The Congress finds and declares that:

- (1) The willingness of volunteers to offer their services is deterred by the potential for liability actions against them;
- (2) As a result, many nonprofit public and private organizations and governmental entities, including voluntary associations, social service agencies, educational institutions, and other civic programs, have been adversely affected by the withdrawal of volunteers from boards of directors and service in other capacities;
- (3) The contribution of these programs to their communities is thereby diminished, resulting in fewer and higher cost programs than would be obtainable if volunteers were participating;
- (4) Because Federal funds are expended on useful and cost-effective social service programs, many of which are national in scope, depend heavily on volunteer participation, and represent some of the most successful public-private partnerships, protection of volunteerism through clarification and limitation of the personal liability risks assumed by the volunteer in connection with such participation is an appropriate subject for Federal legislation;
- (5) Services and goods provided by volunteers and nonprofit organizations would often otherwise be provided by private entities that operate in interstate commerce;
- (6) Due to high liability costs and unwarranted litigation costs, volunteers and nonprofit organizations face higher costs in purchasing insurance, through interstate insurance markets, to cover their activities; and

(7) Clarifying and limiting the liability risk assumed by volunteers is an appropriate subject for Federal legislation because:

(A) Of the national scope of the problems created by the legitimate fears of volunteers about frivolous, arbitrary, or capricious lawsuits;

(B) The citizens of the United States depend on, and the Federal Government expends funds on, and provides tax exemptions and other consideration to, numerous social programs that depend on the services of volunteers;

(C) It is in the interest of the Federal Government to encourage the continued operation of volunteer service organizations and contributions of volunteers because the Federal Government lacks the capacity to carry out all of the services provided by such organizations and volunteers; and

(D)(i) Liability reform for volunteers, will promote the free flow of goods and services, lessen burdens on interstate commerce and uphold constitutionally protected due process rights; and (ii) therefore, liability reform is an appropriate use of the powers contained in article 1, section 8, clause 3 of the United States Constitution, and the fourteenth amendment to the United States Constitution.

(b) Purpose. The purpose of this Act is to promote the interests of social service program beneficiaries and taxpayers and to sustain the availability of programs, nonprofit organizations, and governmental entities that depend on volunteer contributions by reforming the laws to provide certain protections from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

Section 3. Preemption And Election of State Non-applicability

(a) Preemption. This Act preempts the laws of any State to the extent that such laws are inconsistent with this Act, except that this Act shall not preempt any State law that provides additional protection from liability relating to volunteers or to any category of volunteers in the performance of services for a nonprofit organization or governmental entity.

(b) Election Of State Regarding Non-applicability. This Act shall not apply to any civil action in a State court against a volunteer in which all parties are citizens of the State if such State enacts a statute in accordance with State requirements for enacting legislation:

(1) Citing the authority of this subsection;

(2) Declaring the election of such State that this Act shall not apply, as of a date certain, to such civil action in the State; and

(3) Containing no other provisions.

Section 4. Limitation On Liability For Volunteers

(a) Liability Protection For Volunteers. Except as provided in subsections (b) and (d), no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if:

(1) The volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;

(2) If appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;

(3) The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and

(4) The harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to:

(A) Possess an operator's license; or

(B) Maintain insurance.

(b) Concerning Responsibility Of Volunteers To Organizations And Entities.

Nothing in this section shall be construed to affect any civil action brought by any nonprofit organization or any governmental entity against any volunteer of such organization or entity.

(c) No Effect On Liability Of Organization Or Entity. Nothing in this section shall be construed to affect the liability of any nonprofit organization or governmental entity with respect to harm caused to any person.

(d) Exceptions To Volunteer Liability Protection. If the laws of a State limit volunteer liability subject to one or more of the following conditions, such conditions shall not be construed as inconsistent with this section:

(1) A State law that requires a nonprofit organization or governmental entity to adhere to risk management procedures, including mandatory training of volunteers.

(2) A State law that makes the organization or entity liable for the acts or omissions of its volunteers to the same extent as an employer is liable for the acts or omissions of its employees.

(3) A State law that makes a limitation of liability inapplicable if the civil action was brought by an officer of a State or local government pursuant to State or local law.

(4) A State law that makes a limitation of liability applicable only if the nonprofit organization or governmental entity provides a financially secure source of recovery for individuals who suffer harm as a result of actions taken by a volunteer on behalf of the organization or entity. A financially secure source of recovery may be an insurance policy within specified limits, comparable coverage from a risk pooling mechanism, equivalent assets, or alternative arrangements that satisfy the State that the organization or entity will be able to pay for losses up to a specified amount.

Separate standards for different types of liability exposure may be specified.

(e) Limitation On Punitive Damages Based On The Actions Of Volunteers:

(1) General Rule. Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity unless the claimant establishes by clear and convincing evidence that the harm was proximately caused by an action of such volunteer which constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed.

(2) Construction. Paragraph (1) does not create a cause of action for punitive damages and does not preempt or supersede any Federal or State law to the extent that such law would further limit the award of punitive damages.

(f) Exceptions To Limitations On Liability:

(1) In General. The limitations on the liability of a volunteer under this Act shall not apply to any misconduct that:

(A) Constitutes a crime of violence (as that term is defined in section 16 of title 18, United States Code) or act of international terrorism (as that term is defined in section 2331 of title 18) for which the defendant has been convicted in any court;

(B) Constitutes a hate crime (as that term is used in the Hate Crime Statistics Act (28 U.S.C. 534 note));

(C) Involves a sexual offense, as defined by applicable State law, for which the defendant has been convicted in any court;

(D) Involves misconduct for which the defendant has been found to have violated a Federal or State civil rights law; or

(E) Where the defendant was under the influence (as determined pursuant to applicable State law) of intoxicating alcohol or any drug at the time of the misconduct.

(2) Rule Of Construction. Nothing in this subsection shall be construed to effect subsection (a)(3) or (e).

Section 5. Liability For Non-economic Loss

(a) General Rule. In any civil action against a volunteer, based on an action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity, the liability of the volunteer for non-economic loss shall be determined in accordance with subsection (b).

(b) Amount Of Liability:

(1) In General. Each defendant who is a volunteer, shall be liable only for the amount of non economic loss allocated to that defendant in direct proportion to the percentage of responsibility of that defendant (determined in accordance with paragraph (2)) for the harm to the claimant with respect to which that defendant is liable. The court shall render a separate judgment against each defendant in an amount determined pursuant to the preceding sentence.

(2) Percentage Of Responsibility. For purposes of determining the amount of non-economic loss allocated to a defendant who is a volunteer under this section, the trier of fact shall determine the percentage of responsibility of that defendant for the claimant's harm.

Section 6. Definitions

For purposes of this Act:

(1) Economic Loss. The term 'economic loss' means any pecuniary loss resulting from harm (including the loss of earnings or other benefits related to employment, medical expense loss, replacement services loss, loss due to death, burial costs, and loss of business or employment opportunities) to the extent recovery for such loss is allowed under applicable State law.

(2) Harm. The term 'harm' includes physical, nonphysical, economic, and non-economic losses.

(3) Non-economic Losses. The term 'non-economic losses' means losses for physical and emotional pain, suffering, inconvenience, physical impairment, mental anguish, disfigurement, loss of enjoyment of life, loss of society and companionship, loss of consortium (other than loss of domestic service), hedonic damages, injury to reputation and all other non-pecuniary losses of any kind or nature.

(4) Nonprofit Organization. The term 'nonprofit organization' means:

(A) Any organization which is described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note); or

(B) Any not-for-profit organization which is organized and conducted for public benefit and operated primarily for charitable, civic, educational, religious, welfare, or health purposes and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note).

(5) State. The term 'State' means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, any other territory or possession of the United States, or any political subdivision of any such State, territory, or possession.

(6) Volunteer. The term 'volunteer' means an individual performing services for a nonprofit organization or a governmental entity who does not receive:

(A) Compensation (other than reasonable reimbursement or allowance for expenses actually incurred); or

(B) Any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

Section 7. Effective Date

(a) In General. This Act shall take effect 90 days after the date of enactment of this Act.

(b) Application. This Act applies to any claim for harm caused by an act or omission of a volunteer where that claim is filed on or after the effective date of this Act but only if the harm that is the subject of the claim or the conduct that caused such harm occurred after such effective date.

NONDISCRIMINATION NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

Paradise Recreation and Park District

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973, Paradise Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Paradise Recreation and Park District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: Paradise Recreation and Park District will provide, upon request, appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Paradise Recreation and Park District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in District offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the District should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Paradise Recreation and Park District is not accessible to persons with disabilities should be directed to:

Kristi Sweeney, Assistant District Manager
ADA Coordinator
6626 Skyway, Paradise, CA 95969
ksweeney@paradisepspd.com
Phone Number: dial 530-872-6393

Paradise Recreation and Park District will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

This notice is available in alternate formats from the ADA Coordinator.