



DOWNERS GROVE PARK DISTRICT

VOLUNTEER HANDBOOK



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Volunteer Handbook Table of Contents**

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1. WELCOME

Thank you for volunteering with the Downers Grove Park District!

At the Park District, we believe volunteerism is one of the highest forms of recreation. Community involvement is a vital key in staying active and making a difference in others' lives. The District has an assortment of volunteer opportunities that can offer challenging and rewarding use of leisure time while drawing on the expertise of the volunteer. Volunteer participation in the Downers Grove Park District programs and services instills a sense of pride, ownership and responsibility. Many programs such as youth sports rely heavily on the usage of volunteers and may not be possible to offer without volunteer participation.

In addition to making a difference in your community, we hope that you enjoy your volunteer experience. To that end, we want to give you the tools and information you may need as a Park District volunteer. This handbook gives you information about the Park District and volunteer program, as well as important contact information.

History of the Downers Grove Park District

- The Downers Grove Park District was created on June 15, 1946 with the successful passage of a local referendum.
- The district's first commissioners were Otto H. Hummer, E. Russell Bradley, Phillips Goodell, Phillip S. Rinaldo Jr and Frank W Ahalt
- The park district purchased Prince Pond Park, Gilbert Park and Randall Park from the village in 1948.
- In 1951 Hummer Park is purchased including a six room house for use as a recreation center.
- In 1952 the Park District took over responsibility for recreation programming from the village by forming the first department of recreation. Eight summer programs are offered.
- In 1968, the Downers Grove Golf Course, the site of America's first 18 hole course, was purchased by the Downers Grove Park District for \$275,000.
- Management of Fishel Park was transferred to the Park District. This park was named after Newell Fishel, a past Village Mayor.
- The 5.8-acre Barth Pond was constructed in 1978, as a joint venture with the Village of Downers Grove.
- The McCollum Park property was purchased by the Park District in 1972 and named in honor of Ted McCollum a few years later. Mr. McCollum was a former Commissioner and volunteer fireman.
- In 1974, the Park District purchased the historic Lincoln School and the land adjacent to it. Recreation programs are first offered at the Lincoln Center in 1979 after a renovation.
- SEASPAR is formed in 1976. The Downers Grove Park District is a member of the South East Association for Special Parks And Recreation (SEASPAR). This association was formed in 1976 under authority of an intergovernmental joint agreement for the sole purpose of providing special recreation services to all residents with disabilities within eight Park Districts and three villages situated in the southeast region of DuPage and western Cook Counties, Illinois.
- The Downers Grove Park District purchased the 1892 Blodgett House in 1976 and opened it to the public as a museum on January 30, 1977. The Pierce Downers Burial Place is dedicated to the district in 1973.
- Mar Duke Farm is acquired and opens in 1981.
- The Park District is named a national Recreation & Parks Association Gold Medal Award winner in 1983.
- Construction of the athletic facilities at McCollum Park was completed over three phases. When completed in 1985, McCollum Park was considered by many as the premier athletic complex in Chicago's western suburbs. The miniature golf course also opened in 1985.

- On March 19, 1996, the residents of the Downers Grove Park District passed the referendum to save Lyman Woods - "Downers' Last Grove". Over the following years, additional parcels were purchased by the Park District and/or the Forest Preserve District and added to the preserve, supported by the activism of Pierce Downer Heritage Alliance.
- The administration offices and maintenance facility on Warrenville Road are purchased in 1994.
- The new recreation center at 4500 Belmont Road opened in 2003.
- The new Veterans Memorial Pavilion was constructed at Fishel Park and dedicated on May 22, 2012.
- Construction of the McCollum Park Infrastructure Renovation project was completed in July
- In 2015, the Park District purchased an additional 14.8 acres immediately north of the original 4.8-acre site at Walnut Park. This site is currently undeveloped.
- In 2018, the Downers Grove Golf Club constructed a 10-station Driving Range Shelter featuring infrared heaters and ceiling fans for a comfortable golf experience and extended season. The dedication ceremony was held on Sept. 12, 2018.
- Today the Park District's boundaries are nearly coterminous with those of the Village of Downers Grove, encompassing almost 16 square miles. The community is located 25 miles southwest of Chicago's loop, in southeastern DuPage County. DuPage County is one of the 50 largest counties in the nation. The entire assessed valuation of the Park District exists within this county.

2. MISSION, VISION, AND CORE VALUES

Volunteers are representatives of the Downers Grove Park District and assist in fulfilling our mission and vision, guided by a common set of values.

Downers Grove Park District Mission:

Enriching our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences.

Downers Grove Park District Vision:

To be the community resource encouraging PLAY for L.I.F.E: Leadership. Imagination. Fulfillment. Enjoyment

Downers Grove Park District Culture:

We're building a culture where our team members are respected and valued, and where individuals have work-life balance to benefit their well-being. A culture of trust fosters innovative thinking so that through intention and effort, individuals thrive using their talents and develop new skills.

Downers Grove Park District Core Values:

PROFESSIONALISM Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.

INTEGRITY Serving consistently, openly, and honestly.

SAFETY Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.

AMBITION Leaders in exploring and creating innovative opportunities based on evolving needs and trends.

RESPONSIBILITY Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

The Park District embraces these core values that emphasize collaboration, integrity and accountability:

3. CONTACT INFORMATION

Downers Grove Park District..... 630-960-7500

Emergency 911

****If dialing from within District building..... 8-911***

Downers Grove Park District Staff Contacts

Executive Director

Bill McAdam..... 630-960-7252

Director of Recreation

Dave Haring 630-960-7254

Director of Parks and Planning

Geoff Penman.....630-960-7255

Director of Finance & Technology

Erik Brown..... 630-960-7257

Director of Human Resources

Marian Olund 630-960-4667

Director of Marketing & Community Engagement

Dawn Hartman 630-960-4579

Safety Coordinator

Kevin Rozell630-960-7259

Superintendent of Recreation

Michelle Pusateri630-960-7467

Superintendent of Fitness & Athletics

Luke Wyss630-963-1858

Superintendent of Customer Service

Sally Hayduck630-960-7469

Athletics Supervisor

Josh Williams630-960-7463

Athletics Supervisor

Liz Fraizer630-960-7468

Recreation Supervisor – Cultural Arts

Anna Fontanetta 630-960-4491

Recreation Supervisor – Early Childhood

Sara Cunningham 630-960-4281

Recreation Supervisor – Gymnastics & Events

Amy Shearer 630-960-7464

Recreation Supervisor – Historical Programming

Felicia Camacho 630-960-2113
Recreation Supervisor – Outdoor Education
Ryan Maywin 630-960-2069
Recreation Supervisor – Teen & Youth
Samantha Donovan 630-960-4477
Naturalist – Outdoor Education
Katie Wallace 630-960-2052

4. GENERAL INFORMATION

Application

All individuals interested in volunteering for the Downers Grove Park District must fill out a volunteer application, volunteer waiver form and an authorization to conduct a criminal background check. Applicants will not automatically be disqualified from volunteering if there is an item that is “flagged” on their background check but the infraction will be judged on a case by case basis.

All applications, waiver forms and background checks are completed on-line by visiting the park district’s website at [Volunteer \(dgparks.org\)](http://Volunteer(dgparks.org))

Abused and Neglected Child Reporting Act

The Park District is committed to compliance with the Abused and Neglected Child Reporting Act (325 ILCS 5/4). Pursuant to this Act, mandated reporters are required to report or cause a report to be made to the child abuse hotline number, (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child may be neglected or abused.

As a volunteer, you are not considered a mandated reporter, but you are a representative of the Park District and may be faced with a situation in which a child feels comfortable confiding in you. If during your volunteer experience with the park district you feel that a child is being abused or neglected, inform the supervising District employee immediately. Although you are not required to, you may contact the Child Abuse Hotline to make a report.

Attendance, Punctuality, and Dependability

The Park District is grateful for your time and commitment. Staff rely on volunteers to help run successful programs. Although we understand you are freely giving of your time, it is important that we maintain schedules and timelines to run smooth and successful events and programs for the community. We ask that you please arrive on time for your volunteer duties. In the event you are going to be late or absent, please call the appropriate supervisor.

Drug & Alcohol Free

The park district has a longstanding commitment to provide a safe and productive environment. Alcohol and drugs, including cannabis, pose a threat to the health and safety of employees, volunteers and patrons and to the security of our equipment and facilities. For these reasons, the park district is committed to the elimination of drug/and alcohol use and abuse while acting on behalf of the park district. The Park District retains the right to excuse any volunteer from their service if there is suspicion and/or proof of a violation to this policy.

Non-Discrimination and Anti-Harassment

The Park District is committed to maintaining a work environment that is free of all forms of discrimination and harassment which are illegal under the Illinois Human Rights Act (HRA) and title VII of the U.S. Civil Rights act of 1964 (Title VII). In keeping with this commitment, the Park District will not tolerate discrimination or harassment by anyone, including any supervisor, employee, volunteer, vendor, patron, consultant, contractor, board member, guest, or other regular visitor of the park district. The Park District retains the right to excuse any volunteer from their service if there is suspicion and/or proof of a violation to this policy.

Proper Dress and Appearance

There are many different volunteering opportunities through the Park District. Some opportunities may require volunteers to wear a Park District issued shirt or uniform and other opportunities may require volunteers to wear clothing that protects from certain elements and environments. We ask that while you volunteer, you follow the guidelines given for each volunteering opportunity that are included in the

volunteer manual for that area.

Tobacco Use

The Park District complies with the Smoke Free Illinois Act. The use of tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco and e-cigarettes is prohibited inside of and within 15 feet of any of the Park District's facilities. Tobacco use is also prohibited while interacting directly with the public. Appropriate signage is posted at the entrances to all buildings advising that the Park District maintains a tobacco-free and smoke-free environment.

Weapon Policy

Volunteers are strictly prohibited from possessing or keeping any weapon at Park District events or on Park District property including parking lot. Weapons include visible and concealed weapons, including those the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual.

5. SAFETY & RISK MANAGEMENT PROCEDURES

General Safety Rules

It is the Park District's intent to provide a safe environment for volunteers and the public. While serving the District, volunteers are expected to perform their assignments in a safe manner.

Safety is very important, and it is every volunteer's responsibility to act in a safe manner and take actions to keep them- selves, fellow volunteers, and the public free from harm. Carelessness, inattention, neglect and disregard for safety can result in accidents and injuries. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures.

In the event you identify a safety hazard or unsafe environment, report it to the supervising District employee immediately upon your discovery of such condition.

Accident/Incident Reporting

Notify the employee who is working on site or in charge of the project/event of any accident, injury, or damage caused or identified during the course of volunteering.

Communicable Disease

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis. The Park District follows the philosophy of universal precautions, which means all human blood and certain human body fluids are treated as if known to be infectious for Bloodborne pathogens. It is critical to use protective barriers to better protect from exposure to Bloodborne pathogens

Crisis Management

There is the potential for an unfortunate event to occur on Park District property or involve Park District activities that may draw attention and media interest. In order to provide an accurate and consistent ~~message to the public of the~~ events that took place, the Executive Director, or designee, will serve as our designated spokesperson and will provide information to the media. If approached by the media with an inquiry regarding an event, please direct them to the Executive Director to acquire any information

Fire

If smoke or fire is detected within a facility, follow posted evacuation routes and exit the building immediately. Remain at the assembly point until released by emergency crews.

Lifting/Carrying

Volunteers who must lift and/or carry heavy objects should seek assistance with any objects that the volunteer is unable to lift and/or carry. Lifting should be done using the volunteer's knees and not the back. Keep the back straight, head up, and keep the object close to the body. Refrain from twisting and contorting the body.

Medical Emergency

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

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.

Reporting Hazardous Conditions

If a hazard or safety concern is identified, caution others by making the hazard known and notify a Park District employee immediately.

Right-to-Know

The Park District has developed a comprehensive Hazard Communication program to ensure that information on the hazards of chemicals used in our operations is communicated to appropriate individuals. Although volunteers are not expected to be exposed to such products or environments often, there may be times when this program would apply. In that event, the on-site Park District employee will have access to a copy of the Material Safety Data Sheet for all chemicals in use.

Severe Weather

There are volunteering opportunities in a variety of environments. Many volunteering opportunities are outdoors, which may at times present an uncomfortable or even hazardous environment. All volunteers are expected to work within their limitations and to place their personal health and safety first.

The following procedures can be used as a guide to better protect from severe weather.

Extreme Temperatures – Cold

Know the signs & Symptoms of cold-induced illnesses. Keep clothing clean.
Avoid overheating.

Wear clothes loose and in layers.

Keep clothes dry. Remove saturated clothing.

Extreme Temperatures – Hot

Know signs & symptoms of heat-related illnesses. Monitor yourself.

Block out direct sun or other heat sources

Drink plenty of water.

Avoid beverages which contribute to dehydration such as coffee and tea. Take frequent breaks.

Wear lightweight, loose-fitting, light-colored clothing. Remove saturated clothing. Get plenty of rest.

Lightning

If lightning is observed, thunder is heard, or a lightning warning system is sounded, all work must be suspended and volunteers should seek appropriate shelter. If possible, seek shelter in a building or fully enclosed vehicle with the windows completely shut. Remain in the shelter area for 30 minutes after the last sign of lightning or sound of thunder. If a location has a lightning warning system present, activities may resume once the all clear signal is sounded. Remember that lightning warning systems are not fail-proof, and to always rely on the 30 minute rule.

Tornado

Tornadoes are a local storm of short duration formed by high speed rotating winds. If severe weather is imminent, listen to local weather forecasts for frequent updates. In the event of a tornado warning, seek shelter immediately. If inside of a building, go to the center of an interior room on the lowest level possible. If outside with no shelter; lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Stay in the shelter area until the tornado warning is terminated.

Statements of Admission

If involved in or witness to an accident or injury, do not admit to liability or make a statement of admission on behalf of the Park District. Please direct any inquiries and concerns to the Safety Manager.

6. VOLUNTEER BEHAVIOR

All volunteers are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs and projects safe and enjoyable for all. Additional rules may be developed for specific programs or projects as deemed necessary by staff.

The Downers Grove Park District insists that all volunteers comply with the basic behavior code. All volunteers shall:

- Show respect to all participants, staff and other volunteers. Volunteers should follow rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, or others.
- Show respect for equipment, supplies and facilities.
- Not possess any weapons.
- Uphold rules, regulations and policies of the Downers Grove Park District.
- Refrain from horseplay and violence.

7. VOLUNTEER BENEFITS

The Downers Grove Park District values each of our volunteers and we want to recognize your efforts. In the spirit of continuous improvement, we are always looking for new and better ways to recognize and reward our volunteers. We welcome your suggestions and feedback.

Parents who assist with Downers Grove Park District youth basketball, flag football and soccer are eligible for priority registration for their children in the relevant youth athletic programs.

Students who need proof of service hours receive a letter documenting their hours upon completion of their volunteer commitment when requested.

All volunteers who serve 10.5 hours or more are invited to a volunteer appreciation event each year to honor their service and provide an experience of fun, food, and socializing.

All volunteers are provided with a park district volunteer shirt which should be worn when appropriate.

Volunteer Medical Accident Coverage

If a volunteer is injured while performing volunteer duties, the Downers Grove Park District provides up to \$5,000 of supplemental medical insurance coverage for expenses not covered by the volunteer's personal health insurance. This coverage is managed and administered by the Park District Risk Management Agency (PDRMA).

Following an injury, the volunteer should promptly complete an accident report and submit it to the appropriate volunteer supervisor. The report will then be forwarded to the Director of Human Resources for processing. Contact the Safety Coordinator for assistance in filing a claim with PDRMA.

**DOWNERS GROVE PARK DISTRICT
VOLUNTEER HANDBOOK**

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receipt of the Downers Grove Park Volunteer Handbook. I understand it is my responsibility to read the Handbook in its entirety. I agree that if there is a provision in the Handbook that I do not understand, I will seek clarification from my Supervisor.

I understand and will comply with this Plan and that violating this Plan's policy, rule, or guideline may subject me to being excused from volunteering for the Downers Grove Park District.

I certify that I have read and understand the policies, rules, and guidelines contained in this Handbook and agree to obey or abide by all such policies.

Signature of Volunteer

Date

