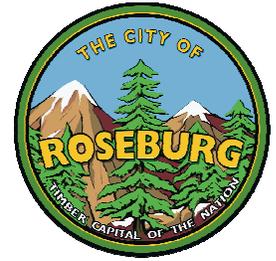


# City of Roseburg Volunteer Program Manual



## 1. Volunteer Program Objectives

Thank you for your interest in volunteering with the City of Roseburg! Volunteers play a vital role in supporting the services and infrastructure within Roseburg.

It is important to the City to offer volunteer experiences that benefit both the volunteer and the community. Volunteer opportunities may include participating in one of the established volunteer programs, an extended project, or a special one-time event.



The Volunteer Program seeks to provide volunteers with a positive, pleasant service experience. The City of Roseburg understands volunteering promotes service, life-long learning, personal growth and establishes important community values.

So, roll up your sleeves, return your necessary forms and join forces with an organization that welcomes, values and appreciates your skills, background and commitment!

## 2. Types of Volunteer Opportunities

Volunteer opportunities are available in a variety of departments within the City, including Police and Parks & Recreation. Below is a list of the primary types of activities that volunteers perform. However, feel free to contact us with other ideas also!

**A. Volunteers in Police Service (VIPS):** The Police Department established the Volunteers in Police Service or 'VIPS' in 1994. The goal of the VIPS program is to augment the police department's service to the community and do it at little or no cost. VIPS members are typically retired members of the community who are interested in volunteering a few hours a week.

VIPS duties include:

- Vacation Home Security Checks
- Special events crowd and traffic control
- Radar reader board
- Crime prevention
- Handicapped parking enforcement
- Fingerprinting
- Abandoned vehicle enforcement

**B. Informal Parks Volunteer:** Serve in your favorite park as often as you wish, helping plant flowers, pulling weeds, picking up litter or other natural resource improvement activities. This is an opportunity for you or your group to be creative with your time and skills.



**C. Adopt-A-Park / Adopt-A-Trail / Adopt-A-Street:** Organizations or individuals can formally 'Adopt-A-Park', 'Adopt-A-Trail' or 'Adopt-A-Street' and provide beautification throughout the parks, pathways, nature trails and roadways by planting and caring for annual and perennial flower-beds, applying mulch, providing trail maintenance or by picking up litter.

**D. Special Projects:** Painting, carpentry, landscaping, and natural resource activities are a few of the areas for special projects. Have an idea for a City project? Run it by us and let's see what we can do together!

**E. Volunteer Sponsor:** Your company has an opportunity to support local volunteerism by providing funding for volunteer projects and / or volunteer recognition.

**F. Recreation Programs:** We'd love to have your help with the set-up and/or take-down of equipment at community events such as 'Movies in the Park', or the 'Roseburg Hometown 4<sup>th</sup> of July'! Or, share your knowledge and skills by teaching a class.



### 3. Policies and Procedures

**A. Application Process:** Potential volunteers must contact the City prior to performing a volunteer project. The Parks & Recreation Division oversees the Volunteer Program for the City, and will assist potential volunteer(s) in determining the project specifics that will best meet the needs of the City and the volunteer(s). All volunteers must fill out and/or sign the appropriate application form and/or liability release form, and return the completed form to the City prior to their volunteer activities. Certain volunteer positions (example: volunteers assisting youth recreation programs or volunteers with the Police Department) may require an additional Authorization to Release Information to be completed for a criminal background check.



**B. Youth Volunteers:** A parent, guardian or other responsible adult shall accompany any volunteers under the age of 16 at a ratio of one adult for every 5 youth (or 1:10 for teacher/students). All duties performed by volunteers under the age of 18 should be age appropriate. Individuals under the age of 18 are not eligible for City volunteer service unless the volunteer application and/or liability release form is signed and approved by a parent or guardian.

**C. Use of Equipment and Materials:** In most cases, volunteers will be provided with the equipment and materials necessary to fulfill their volunteer duties. City of Roseburg property and materials may be used only for City purposes on City property. Any volunteer using his/her own tools/equipment to perform tasks, must use equipment that is in good working condition.

Volunteers shall not operate hazardous tools or power tools, with the following exceptions: licensed professionals, City supervised interns, or Eagle Scout candidates under the direct supervision of a licensed professional.

Any paint materials used by volunteers shall be water-based latex paint only. No substance (i.e. paint) should be brought to the workplace without the approval of the City supervisor.

With the exception of the Police Department VIPS program, volunteers shall not operate City-owned vehicles, and to the extent volunteers may drive their own vehicle or a vehicle of a third party while performing their volunteer duties, volunteers understand that they do so at their own personal risk. In addition, volunteers shall comply with applicable laws pertaining to the operation of any vehicle, including, but not limited to, licensing and auto insurance requirements.

**D. Orientation:** Volunteers will have a specific, clearly outlined set of duties and area of work. Volunteers will receive basic orientation and instruction appropriate to their position / volunteer activity. City staff will relay reasonable expectations suitable for each type of volunteer position and/or volunteer activity, but in most cases will not provide direct supervision of volunteers.

**E. Safety:** All volunteers will be required to follow minimum safety standards required for the job or task they are performing. Volunteers are to report any accidents, emergencies or work-related problems as soon as possible to his/her City contact. All applicable OSHA (Occupational Safety and Health Administration) policies and regulations will apply to all volunteers under the direction of the City of Roseburg. Volunteers who feel they have an injury or illness as a result of volunteer activities may seek medical attention from a provider of their choice at their own expense.

**F. Volunteer General Liability:** Volunteer workers donate their services at their own risk. The City of Roseburg does not provide Workers' Compensation benefits to volunteers. The City of Roseburg assumes no responsibility for any medical expenses incurred while serving in a volunteer capacity. The City does not provide insurance coverage for personal property, equipment, or vehicles owned by volunteer workers.



**G. Damage to City Property:** If a volunteer intentionally damages, or is negligent thus causing damage to City property, he/she shall be held personally liable. When property is damaged accidentally by a volunteer serving in an authorized volunteer status, provisions of the City's Risk Management policy and procedures will be observed.

**H. Attendance and Conduct:** All volunteers should arrive on time for their agreed upon work schedule(s). It is important for volunteers to track their time and report it to their City staff contact. For scheduling purposes, the City requests that volunteers inform their City contact as

soon as possible if they are unable to work on their planned day, or if there is a change in start or end times.

While performing activities for the City, all volunteers shall conduct themselves in a professional manner, and abide by the same standards as employees of the City of Roseburg. Volunteers working for partner organizations must follow that organization's guidelines and instructions, which we will honor and acknowledge.

Volunteers, like City staff, are responsible for presenting a positive, professional image to the public. Volunteers should dress appropriately for the conditions and performance of their duties.

***I. Who is Not a Volunteer:***

- Work-release inmates
- Community service workers
- Individuals or groups that are volunteering for another agency and performing community service. For example, Boy Scouts performing services in a City park.

***J. Volunteer Program Contact Information:***

Interested in volunteering?? Please contact the Parks & Recreation Division at 541-492-6730. They will guide you to the correct City staff member for the type of volunteer program or project that best fits your interests.

The City of Roseburg sincerely appreciates the support provided by all the community volunteers! Thank you!!

