

City of Roseburg Volunteer Program Manual

www.cityofroseburg.org



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.

We'd love to talk with you and find the opportunity that's right for you! Give us a call, return the necessary forms and join forces with an organization that welcomes, values and appreciates your skills, background and commitment!

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!

1. Commission Vacancies

Get more involved by serving your community on a City commission. City commission members are appointed by the City Council. A council member chairs each commission except for the Planning Commission. The Budget Committee consists of eight residents and all eight Council members, and is chaired by a resident. To see a list of current vacancies and fill out an application, please visit the City of Roseburg website or contact the City at 541-492-6866 or info@roseburgor.gov.

2. Library

Roseburg Public Library provides volunteer opportunities for both teens and adults.

- Teens ages 13-17 years old are invited to serve one (1) two-hour shift, once per month, under the direct supervision of library staff. Possible tasks include compiling craft kits, scanning barcodes, adding or removing stickers from books, and folding/cutting paper. A Teen Volunteer Service Application signed by a parent or legal guardian is required. 18 year olds who are still attending high school should complete an Adult Volunteer Policy Application and note that they are in high school. Both forms can be found on the City of Roseburg Website or by contacting the library at 541-492-7050 or library@roseburgor.gov.



- Adult tasks could include shelving materials and assisting with programs, such as the Harry Potter Day event. The library requires a consistent two-hour shift every week. **The Roseburg Public Library is currently not accepting applications for adult volunteers.**

3. Parks & Recreation

Serve your community in an outdoor setting in a variety of different ways.

- **Adopt-a-Park / Adopt-a-Trail:** Organizations or individuals can formally "Adopt-a-Park" or "Adopt-a-Trail" and provide beautification throughout the parks, pathways, and nature trails.
- **Informal Parks Volunteer:** Serve in your favorite park removing litter as often as you wish, or help staff during weekdays planting flowers, pulling weeds, or assisting with other natural resource improvement activities. Organizations can also request approval to complete a group volunteer project in one of our City parks.



- **Recreation Program Volunteers:** 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 Easter Egg Dop". Or, share your knowledge and skills by teaching a class.

• **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! To share your idea, email parks@roseburgor.gov.

4. Volunteers in Police Service (VIPS):

The City of Roseburg is not currently accepting applications for VIPS.

The Police Department established the 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

Policies and Procedures

Application Process: Potential volunteers must contact the City prior to performing a volunteer project. Applications for each of the volunteer opportunities listed above can be

found on the City of Roseburg website. Applications may also be picked up at Roseburg City Hall, with the exception of the library application, which may be picked up at the Roseburg Public Library. All volunteers must sign the appropriate application form and/or liability release form(s), and return the completed form(s) 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. The Parks & Recreation Division oversees the Volunteer Program for the City, and may be contacted with any questions at 541-492-6730 or parks@roseburgor.gov.



Youth Volunteers: The Parks & Recreation Department does not allow youth ages 13 and older to volunteer **unless** as part of youth groups, school groups, or as part of an organization hosted volunteer event, provided that a parent or legal guardian signs the Volunteer Application and Liability Release Form. All minors must be accompanied by a parent, guardian, or other responsible adult at a ratio of 1 adult for every 5 youth (1:10 for teachers/students) during their volunteer hours.

The Roseburg Public Library allows youth ages 13 and older to become volunteers, provided that a parent or legal guardian signs the Teen Volunteer Service Application. 18 year olds who are still attending high school should complete an Adult Volunteer Policy Application and note that they are in high school.

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 unless prior authorization is granted by the City staff.

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

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.

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.

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.

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.



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.

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, 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.

Volunteer Program Contact Information:

If you are interested in volunteering, please contact the City Volunteer Coordinator at 541-492-6730, who will guide you to 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!