



VOLUNTEER POLICY

WINONA PARK AND RECREATION DEPARTMENT

All persons volunteering for the City of Winona Park & Recreation Department (WPR) must complete a volunteer form prior to engaging in volunteering.

Individuals may be asked to complete an Informed Consent Form (background check) in addition to the volunteer form, based on the activity to be performed. In the cases where a background check is required, no volunteer hours may be completed until the background check process is completed.

Following the application, volunteers will complete a basic orientation meeting with the Volunteer Coordinator, or designated representative, prior to engaging in volunteer activities. In some cases, additional training may also be required.

Pursuant to insurance requirements, notifications of volunteer activity on City of Winona property must be submitted to the designated Volunteer Coordinator or City staff prior to performing volunteer activities.

Volunteers who use gas powered tools (i.e. chain saws, weed whips, etc.) to perform volunteer activities must be over the age of 18 and should be familiar with and know how to operate the gas powered tool in question. The volunteer must also use the appropriate protective gear. If the volunteer does not have their own personal protective equipment, the WPR, when possible, will provide the appropriate protective gear.

Workplace safety is important, and volunteers should conduct themselves in a way that promotes safety of themselves, co-workers, and clients. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. Notify the Volunteer Coordinator or City staff immediately of any safety concerns.

Any personal injury that occurs while volunteering for the City of Winona should immediately be reported to City Staff.

Volunteers must agree to represent the Winona Park & Recreation Department in a professional manner.

The Winona Park & Recreation Department encourages volunteers to make suggestions, voice concerns, and give ideas about how the agency fulfills its mission to "Enhance Community through People, Parks, and Programs". We are always looking for new ideas if you have any ideas to share please speak with the staff.