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HUNTLEY

PARK DISTRICT

Recreation for Generations



VOLUNTEER HANDBOOK

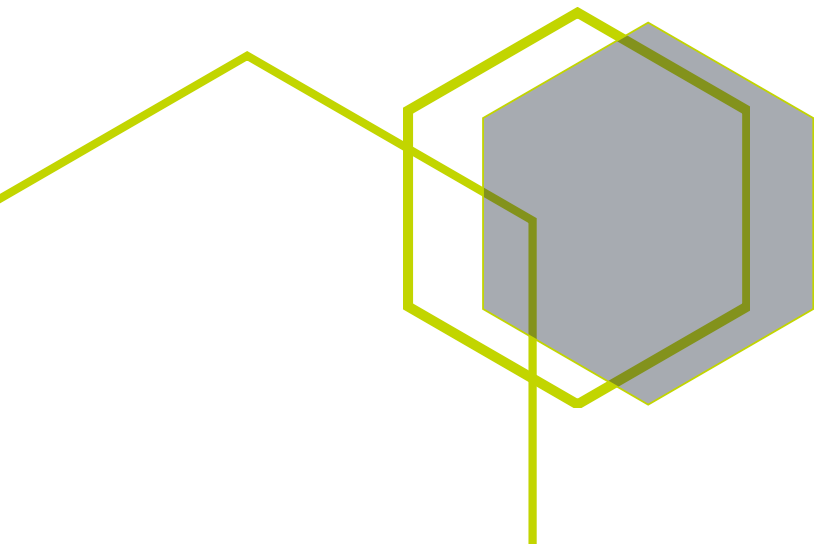


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WELCOME TO THE HUNTLEY PARK DISTRICT!

Thank you for your interest in being a volunteer. We value your time and commitment to volunteering with us. In order to sustain a variety of activities within the Huntley Park District, it is important to utilize the services of volunteers in performing tasks under the direction and supervision of staff. The Huntley Park District supports and values the involvement of community in volunteers in its activities, events, and sports activities. Volunteers for the Huntley Park District will be expected to observe the ordinances, policies and procedures of the Huntley Park District while volunteering.

The Huntley Park District may terminate the services of a volunteer at any time and for any reason or no reason at all, with or without notice.

Volunteers are not covered under the workers' compensation insurance of the Huntley Park District and the Park District recommends that volunteers review their own health insurance policy for coverage.

The Huntley Park District does provide *limited*, volunteer medical accident, coverage for injuries occurring out of and within the scope of volunteer services. However, such coverage is excess of any other available health insurance and shall not contribute with it.

Each volunteer is solely responsible for determining if they are physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Depending on the nature of the volunteer function, volunteers may be required to complete a training program for the particular function. All volunteers are expected to fully comply with directions from supervisory staff. Depending on the nature of the volunteer duties, volunteers may be required to successfully complete a criminal background check and/or driver's abstract through the Illinois Secretary of State's Office.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Huntley Park District to guarantee absolute safety. Volunteers will be required to sign a waiver and release of all claims and assumption of risk prior to the start of volunteering for the Huntley Park District.

SUPERVISION

Volunteers will report to the Huntley Park District activity supervisor on duty.

VOLUNTEER RESPONSIBILITIES

Volunteers will be required to complete a Volunteer Application Form and waiver prior to serving. This form is located at www.huntleyparks.org/volunteer. Once completed, volunteers will receive an email link to Signup Genius and can select the functions they wish to volunteer for. Athletic coaches will be contacted directly via email.

Volunteers must notify the supervisor on duty if they are unable to perform their assigned duties.

Volunteers should respond to patrons in a friendly and courteous manner.

Volunteers should be flexible and responsive to the evolving needs of the function.

Volunteers should make the general experience enjoyable to participants.

Volunteers are expected to act and conduct themselves at all times in the best interest of the Huntley Park District.

We depend on committed volunteers to successfully run certain activities and events. Please be certain of your availability before committing.

TRAINING

Depending on the nature of the volunteer function, volunteers may be required to complete a pre training for the function or go through an onsite training prior to the function starting.

ATTENDANCE

When you sign up to volunteer, it is critical that you keep your commitment by showing up to the function. Volunteers are so important to many events and activities. We appreciate your help and time. We understand that sickness or emergencies may occur, but please make every effort to fulfill your commitment. If you are dropping your slot, we ask that you provide us with 72 hour notice on Signup Genius.

SAFETY RULES

Volunteers are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Volunteers should use their best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with the volunteers' help, this program will be successful and we expect volunteer cooperation and support. Accordingly, all volunteers shall adhere to the following rules:

1. "Horseplay" or fighting will not be tolerated on park district property or during park district sponsored events and activities.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated on park district property.
3. The supervisor on duty must be informed if the volunteer is required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect the volunteer's decision-making or physical ability may be required. Please refer to the comprehensive Alcohol and Drug Abuse Policy.
4. The supervisor on duty must be notified of any permanent or temporary impairment that reduces the volunteer's ability to perform in a safe manner or prevent or hinder the volunteer's performance of the essential functions of his/her position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Any potentially unsafe conditions or acts are to be reported immediately to the supervisor on duty.
8. If there is any doubt about the safety of a work method, the volunteer should consult with the supervisor on duty before beginning work.
9. All accidents, near misses, injuries and property damage must be reported to the supervisor on duty, regardless of the severity of the injury or damage.
10. Failure to report an accident or known hazardous condition may be cause for dismissal from the volunteer program.
11. All volunteers must follow recommended procedures outlined for their activity or event.
12. Volunteers are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
13. Any smoke, fire or unusual odors must be reported promptly to the supervisor on duty.
14. If a volunteer creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
15. Safety and restraint belts must be fastened before operating any motorized vehicle.
16. Volunteers must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

STATEMENT OF ADMISSION

When an accident or incident occurs, no matter how insignificant it may seem, never admit to guilt or negligence of any kind.

You are required to contact your park district contact or the front desk immediately and should not speculate or comment on the incident or the causes of the incident. Any and all questions relating to an accident or incident involving Huntley Park

District property, personnel, volunteers, or participants in an activity must be directed to your park district contact and will be handled by a department head, Risk Manager or the Executive Director.

There may be a formal investigation of the matter to determine the cause.

CUSTOMER SERVICE

Good customer service is the key to a successful operation. Every volunteer is an ambassador for the Huntley Park District. Remember to treat customers in the same manner that you would like to be treated. Greet patrons with a smile and an eagerness to help them.

In the event that you are required to reprimand a customer, do so in a manner that gets your point across without embarrassing or degrading them.

DRESS CODE AND PERSONAL APPEARANCE

As a volunteer you are a reflection of the Park District. Attire should be appropriate for your responsibilities and what you are doing. Please use common sense. Personal grooming habits are important and you should be presentable while performing your work.

1. Short hemlines or high slits in dresses or skirts are prohibited.
2. Sheer fabrics, plunging necklines, halter tops, tube tops or tank tops are prohibited. Tops with spaghetti straps are not permitted.
3. Shirts/sweatshirts that advertise alcohol, bars, music groups, tobacco or any questionable establishments are prohibited.
4. Jeans may be worn but must not be form fitting or ripped.
5. No bare midriffs or shoulders.

CELL PHONE USAGE

Volunteers are not permitted to use personal phones unless for emergencies. If you are expecting important communication, please alert the supervisor on duty prior to starting.

HARASSMENT

The Huntley Park District is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Huntley Park District expects that all relationships among persons at the district will be business-like and free of bias, prejudice and harassment. It is the responsibility of each and every volunteer, officer, official, park commissioner, agent, and vendor of the Huntley Park District, as well as anyone using the Huntley Park District's facilities, to refrain from sexual and other harassment. If a volunteer feels that they has been the victim of harassment, they should report the behavior to the supervisor on duty our the HR/Risk Manager.

SMOKING

Smoking is prohibited throughout the workplace. This includes but is not limited to, all Huntley Park District buildings, facilities, vehicles, while on equipment, or while working directly with the public. Smoking will be permitted while on break or lunch in the designated area is the east parking lot of the REC center, and the east side of the Deicke administrative building These are the only areas where smoking is allowed.

In accordance with the Smoke Free Illinois Act, volunteers must remain at least 15 feet from any building entrance, exit, window that opens, and ventilation intakes when smoking in a designated area. Smoking is not permitted in any park district owned vehicle. We strongly recommend that volunteers refrain from smoking while volunteering.

DRUG & ALCOHOL POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Huntley Park District Property or while acting on behalf of the Huntley Park District.

PERSONAL PROTECTIVE EQUIPMENT

The variety of work operations performed by park district volunteers involves many industrial hazards. When it is impractical or impossible to place a guard over the source of a hazard, it is necessary to place the guard over the worker. Wearing protective equipment such sun protection and gloves while performing first aid will greatly diminish the chances of exposure or injury.

LIFTING

The single most important safety measure for handling materials is the proper lifting process. This technique can save you pain and suffering that could continue for the rest of your life.

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is. Remember, a small size does not always mean a light load.
- Make sure the weight is balanced and packed so it won't move around. Loose pieces inside a box can cause accidents if the box becomes unbalanced.
- Be sure you have a tight grip on the object before you lift it. Handles applied to the object may help you lift it safely.
- When picking up an object, use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back. Keep your body facing the object while you lift it. Avoid twisting as you turn with a load. Shift your feet instead.
- When lifting, put one foot along-side the object and the other foot behind the object. Keeping your back straight, get a good, firm grip with the palms of your hands.

- Do not try to lift an item above waist level in one motion. Set the load down on a table or bench, if possible, and then change your grip for lifting higher.
- When carrying a load through a doorway, make sure you have proper clearance. Do not let a light load make you careless. A sudden move or twist can cause you to pull a muscle.

RIGHT TO KNOW

The Huntley Park District is committed to protecting you against any possible danger associated with the misuse of cleaning products or other materials used on the job. You have a right to know what hazards you may face and how you can protect yourself against them. This is your RIGHT-TO- KNOW.

Chemical manufacturers must provide information on the container label and on a *Safety Data Sheet (SDS)* for every product. There are SDS sheets for all the products used in our facilities (REC Center, Pinecrest, Fitness Center, Gym, Babysitting room, Preschool, and Aquatic Center).

The supervisor on duty will instruct you as to the exact location of SDS Books.

SDS Sheets

Read all labels and SDS sheets before using a chemical/cleaning product. The SDS sheet contains information about the product, how to use it correctly, First Aid and storage instructions.

Storage of Cleaning Products/Chemicals

Products should be stored in a top cabinet or locked cabinet and out of reach of children and activity participants. Products must have the proper container and must be labeled.

Emergency Phone numbers

911 First Call

Poison control 1-800-222-1222

Never bring any cleaning products/chemicals to the park district. Requests for needed supplies should be submitted to the supervisor on duty.

Be advised that the Huntley Park District has solvents, insecticides and weed killer on the property. These items are kept in the appropriate containers and stored in the Maintenance area. Pool chemicals are stored in the mechanical room (at Stingray Bay) and the Maintenance area in the REC center. Both areas are restricted and off limits to unauthorized staff.

COMMUNICABLE DISEASES

General Precautions and Procedures

- Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and

participants and is required before and after food preparation, including snacks, after restroom use and after contact with any body fluids. When soap and water is not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.

- Disposable gloves must be worn when blood and/or body fluids are present. Gloves are available in all first aid kits. Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
- Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, toys, etc.) should be promptly cleaned with a disinfectant. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
- When cleaning up, disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
- Volunteers should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care.
- All cuts and open wounds should be covered following basic first aid procedures. Protective gloves should be worn by all staff providing Band-Aids, bandages, etc. while applying these protective coverings.
- Sharing of personal items should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
- Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Safety Data Sheets (SDS) should be maintained for each disinfectant.
- Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or volunteer is known to have a communicable disease.
- Hand soap and disposable towels or tissues and gloves should be available at all facilities.

Cleaning Up Blood or Other Body Fluid Spills

- In the event of a blood or body fluid spill you should isolate the area. Keep patrons from coming in contact with any type of body fluid spill. Once you have secured the area you should notify the supervisor on duty to report the incident. Maintenance will be dispatched to the area to perform any clean up. Examples of body fluids are; blood, vomit, or a bathroom accident. If needed personal protective equipment is located in each first aid kit.
- In situations where bleeding due to lacerations, cuts, etc. must immediately be controlled, first-aiders should provide patients with compress material and encourage them to administer self-help with direct pressure on their wound (s).
- Wear disposable gloves, which should be discarded following cleanup. When Disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
- Clean and disinfect soiled area immediately using paper towels, soap, and water.
- Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.

- Place paper towels and disposable gloves in plastic bags and dispose of them.
- Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. All volunteers are required to wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment.

SAFETY CONCERNS

The safety of our patrons and volunteers is very important to the Huntley Park District. The Huntley Park District complies with all federal, state, and local safety and health regulations to provide a safe environment. All Volunteers must comply with these regulations. Volunteers must also be cautious and follow safety guidelines when performing their assigned tasks. Personal protective equipment will be provided to when the task requires it. Please report any hazardous conditions, which you might encounter to the supervisor on duty.

LIGHTNING PROCEDURES

Perry Weather (for outside activities)

It is the policy of the Huntley Park District that staff should take proactive precautions to ensure the safety of patrons when severe weather is imminent. Deicke Park, Stingray Bay, and the REC Center are equipped with a Perry Weather Lightning Warning System. In the event that the system is activated, the following procedure will take place.

1. A warning horn will blast for 15 seconds when a potentially dangerous lighting situation is approaching; this is the signal for all activities to cease and for all persons to seek appropriate shelter in a permanent building or vehicle.
2. The strobe light on the system will continue to flash while there is still potential for a lightning strike.
3. Activities may not be resumed until the system has indicated the "all clear" with three short horn blasts and the strobe lights stop flashing.

While Perry Weather is a powerful tool in helping staff to respond quickly and appropriately to the weather, volunteers must always remain alert and be aware of weather conditions around them. Should you see or hear lightning before the Perry Weather system is activated, take immediate shelter. Do not wait until you hear the siren. Take shelter from lightning in your vehicle whenever possible. **The current status of the lightning warning system can be viewed at huntleyparks.org/weather.**

SEVERE WEATHER PROCEDURES

In the event of a tornado warning the Village of Huntley will activate the tornado sirens. If your activity is outdoors, you should immediately seek shelter in a building. The Deicke building's tornado shelter is in the basement. At REC Center you should proceed to the back hallway located near the Kid's Club Babysitting room or in the

lower-level hallway by the locker rooms. Participants should be placed facing the wall, kneeling with their hands over their hands. If your activity is not at the REC Center or Deicke Park but at an outdoor facility use should seek shelter in a permanent building or low-lying area.

TORNADO SAFETY INFORMATION

In the interest of public safety, each Huntley Park District volunteer must be thoroughly familiar with the procedures used when tornado precautions are issued for the Huntley area.

TORNADO WATCH

- Conditions exist which may result in a tornado.
- When a TORNADO WATCH is declared for an area, which includes Huntley, a staff member should be assigned to follow the reports from the media.

TORNADO WARNING

- A tornado has actually been sighted or its presence has been detected on radar for this area.
- Warnings will indicate where the tornado was discovered, the area through which it is expected to move and the time periods during which it will move through the area warned.
- When a tornado warning is issued, immediate safety precautions should be taken.

TORNADO ALERT

A tornado is expected to hit. At this time, the area is in immediate danger.

- Should Huntley be in this area, a two-minute continuous blast will be sounded on the Village's civil defense sirens.

FIRE EXTINGUISHERS

If the Fire Alarm is sounded the first action should be to remove all patrons from the facility. Only use the Fire Extinguisher if the fire is small and can be contained within a few minutes.

Even though fire extinguishers come in a number of shapes and sizes, they all operate in a similar manner. An easy acronym for fire extinguisher use is PASS.

- **Pull** the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
- **Aim** the nozzle toward the base of the fire.
- Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.
- **Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite.

Here is a complete list of Park District Fire Extinguisher locations. Familiarize yourself with location of the extinguisher closest to you.

REC Center Fire Extinguisher Locations

Shop (5)
Boiler Room
Electrical
Multi-Purpose Room
Cafeteria
Kitchen
North Classroom
Recreation Department Office Area (2)
Dance Studio
Dance Studio/Theater Hallway
Theater (2)
Stage area in theater – fire hose
Senior Lounge
Fitness Center
Preschool Hallway (3)
Fitness Center Hallway (2)
Lobby / hallway near Preschool Director's Office (2)
Hallway outside cafeteria doors
Hallway near North Classroom (3)
Hallway near locker rooms (2)
Storage area near men's locker room
Gymnasium Lobby (2)
Gymnasium (6)
Laundry Room (2)
Women's Locker Room
Men's Locker Room

FIRE EVACUATION (REC Center)

When the fire alarm is activated you should quickly and safely evacuate all participants to the designated area. Once you arrive at the designated area* you should check to make sure that all participants are accounted for and then report your status to the park district person in charge at the evacuation site. The maps below show the route you should take to evacuate the building. **IN THE EVENT THAT YOUR EXIT ROUTE IS BLOCKED BY A FIRE OR SOME OTHER OBSTACLE** you should proceed to the nearest exit and continue to the evacuation site.

Depending on the location of the fire; staff and patrons will be evacuated to one or both of these locations.

West side (front entrance of REC Center) between the two ball diamonds in Betsey Warrington Park.

or

East side (rear of the REC Center) near the path and slide in Deicke Park.

Fire evacuation map is posted in each room.

EMERGENCY OPERATIONS

In the event of an emergency, the following steps should be followed:

- Remain calm
- Call 911 if necessary
- Remain with the victim without moving them if possible
- Complete an accident report, getting witnesses names and addresses whenever possible
- Inform your park district contact of any emergency as soon as possible
- Remember your statement of admissions training

CRISIS COMMUNICATION

A crisis is any event that attracts keen public or media interest. Volunteers, who discover a situation that may be a potential crisis that would concern the public or media, must contact the supervisor on duty who will then contact the head of the crisis team immediately. The head of the crisis team will decide whether to implement the crisis communication plan or simply to monitor and handle the situation carefully.

MISSING CHILD

Step 1: Collect information about missing child: name, age, gender, height, clothing, shoes, when/where last seen.

Step 2: Document above information as reference, communicate description to supervisor on duty and other volunteers.

Step 3: Begin a search of the building and grounds for child. The supervisor on duty will designate those who will remain in place and those who will conduct the search.

Step 4: Call the Police for assistance if child is not located within 10 minutes.

FIRST AID PROCEDURES

If in doubt about the extent of the injury- Call the Huntley Fire Department (911) for emergency paramedical service. Do not attempt to diagnosis the extent of the injury.

- If the injury is serious, contact parents/family/guardian immediately and inform them of the situation.

LOCATION OF FIRST AID KITS

First Aid kits (Red Bag) are located in each room in the REC center and have supplies to assist with minor injuries. There is also a first aid kit in located at the front desk. Accident reports are in the first aid kits. If you use supplies please notify the supervisor on duty to replenish the bag.

SERIOUS INJURIES

- Immediately call the Huntley Fire Department (911) emergency paramedical service.
- Inform the Huntley Park District supervisor on duty.

MINOR INJURIES

- Cautiously administer first aid.

HEAVY CUTS

- Cover the bleeding area with gauze and apply pressure.
- If necessary, add more gauze.
- Raise the cut above the heart.

NOSE BLEEDS

- Place the gauze or paper towel under the nose and tilt the head forward.
- Place ice packs on the bridge of the nose if the bleeding continues.

HEAT EXHAUSTION

The person will be very sweaty, clammy, and disoriented, and feel light headed.

- Remove the person from the sun and cool off with a cold shower, ice packs, or wet towel.

HEAT STROKE

The person may be unconscious, feel very hot to the touch, and/or look red.

- Call 911 immediately
- Remove the patron from the sun or shade them. Cool the body as quickly as possible using ice packs, wet towels, and/or a cold shower.

SPLINTERS AND FOREIGN OBJECTS

- Do not attempt to remove objects. Notify parent/guardian of child.

BEE STINGS

- Use ice packs to reduce swelling and apply a bee sting patch. First aid supplies should be checked on a daily basis.

INCIDENT/ACCIDENT REPORTING

An accident report must be completed for any injury or accident, which occurs on Huntley Park District property, or at any activity sponsored by the Park District. Completed accident reports should be given to your park district contact or the front desk.

When an injury occurs, all personnel must adhere to the following guidelines regarding accident procedures:

PREPARING A DETAILED REPORT-

- Obtain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred and what type of first aid was administered.
- Others should be able to read the report and fully understand the circumstances involved.
- Make sure to record any witnesses' name, address, and phone number.
- If a Huntley Park District supervisor is on duty, they will complete this form with you.
- Do not give a copy of report to parent or guardian. Advise them to contact our HR Manager.

MANDATED CHILD ABUSE OR NEGLECT REPORTER

A Mandated Reporter is any professional or any person working with children. In Illinois the rules for investigating and responding to abuse and neglect are spelled out in the **Abused and Neglected Child Reporting Act of 1975**. It is the legal responsibility for any person to report suspected child abuse or neglect.

Should you suspect abuse or neglect, please contact the supervisor on duty who will assist you in reporting this to the proper authority.

HUNTLEY PARK DISTRICT CONTACT INFORMATION

Front Office:

847-669-3180

Huntley Park District Rec Center

12015 Mill Street, Huntley, IL. 60142

Please visit www.huntleyparks.org for our staff directory.