

# Lindenhurst Park District



## Volunteer Handbook

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## **Welcome**

The Lindenhurst Park District Board of Commissioners and Staff would like to extend our sincerest thank you for volunteering with us. Our volunteers are critical to the success of programs and services.

## **About Us**

Lindenhurst Park District is located in northwestern Lake County, Illinois. The District was formed on April 15, 1988.

A five-member, non-paid, non-partisan elected board establishes policy for the district and provides direction on program and facility development. Our current park board has over 60 years of combined experience.

Along with volunteers, we have the support of local organizations, government, and businesses, allowing our Park District to move forward progressively and accomplish improvements beneficial to our community. Recreational opportunities continue growing with 19 named park sites, two beaches, 15 playgrounds, and 25 parcels of open space, totaling 134.5 acres, which offer great active features combined with designated passive/natural areas.

We operate a 31,000 sq. ft. Community Center with a full-size gymnasium, 3-lane suspended walking/jogging track, aerobic and dance studios, senior/active adult room, preschool, multi-purpose and activity rooms, offices, and more, all ADA accessible. We have also made improvements at each named park and beach site within the decade, under a tax cap and without a referendum.

Learn more about us by visiting our website to our latest seasonal program guide, check out our Facebook and Instagram, and most importantly...visit our parks and facilities. We believe in "Creating Community Through People, Parks, and Programs."

## **Mission Statement**

To enrich the quality of life for the people of our community by providing parks, recreational programs, and facilities through the efforts of staff, the generosity of area residents and businesses, and the cooperation of governmental and private agencies.

## **Vision Statement**

To be a leading Park District that delights and exceeds the expectations of the community with respect to recreation and parks.

## **Stay in Touch**

The following information will assist you when contacting staff. Never hesitate to contact us with questions or feedback!

### **General Inquiries**

Lippert Community Center  
2200 Grass Lake Road  
Lindenhurst, IL 60046  
[www.lindenhurstparks.org](http://www.lindenhurstparks.org)  
[info@lindenhurstparks.org](mailto:info@lindenhurstparks.org)  
(847) 356-6011

### **Director of Recreation, Kate Kotloski**

[kkotloski@lindenhurstparks.org](mailto:kkotloski@lindenhurstparks.org)  
(847) 356-6011 x 1002  
Administration, Volunteers, Dance, Adults, Special Events

### **Guest Services Manager, Lori Friedl**

[lfriedl@lindenhurstparks.org](mailto:lfriedl@lindenhurstparks.org)  
(847) 356-6011 x 1000  
General Information, Registration, Rentals, Birthday Parties

### **Recreation Program Manager, Katie Kozuch**

[kkozuch@lindenhurstparks.org](mailto:kkozuch@lindenhurstparks.org)  
(847) 356-6011 x 1004  
Preschool, Before and After School Program, Day Camp, Youth Programs

### **Athletic Program Manager, Dylan Hebior**

[dhebior@lindenhurstparks.org](mailto:dhebior@lindenhurstparks.org)  
(847) 356-6011 x 1006  
Athletic Classes, Leagues, Tournaments

### **Social Media Links**

Facebook: <https://www.facebook.com/lindenhurstparkdistrict>  
Instagram: <https://www.instagram.com/lindenhurstparkdistrict/>

### **Volunteer Requirements**

All volunteers must be at least 12 years old. Volunteers are typically placed in public-facing roles and should be comfortable taking direction from staff, setting-up programs and activities, facilitating activities with children and/or adults, and assisting with clean-up duties.

### **One-Time Volunteers**

Volunteers who join us for a volunteer opportunity that is “one” assignment, such as a one-day program or special event, are required to sign-up in advance through our website:

<https://www.lindenhurstparks.org/about-us/volunteer/>

One-time volunteers who are completing service hours for a school program or club may sign-up through a private link provided by the club/program sponsor. If you are unsure how to sign-up, ask your club sponsor or call us at (847) 356-6011.

One-time volunteers will be required to sign-in and sign-out to confirm their attendance for the volunteer assignment.

One-time volunteers will be asked to sign a waiver and will be given an orientation explaining responsibilities and duties upon arrival.

### **On-Going Volunteers**

Volunteers who commit to volunteering for an on-going program, who volunteer on a regular basis, are required to submit a Volunteer Information Form, Volunteer Waiver, authorize a background check (valid for 2 years), and attended orientation/training. Additional training or information may be required based on the volunteer position.

Some examples of on-going volunteer positions may include:

- Coaches
- Drivers
- Program Assistants
- Program Instructors

### **Volunteer Safety**

The Lindenhurst Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Lindenhurst Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

The Lindenhurst Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is 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. Volunteers are not covered under Workers Compensation Insurance.

### **Risk Management**

#### **Accidents and Incidents**

Accidents are any incident that results in an injury.

Incidents are situations that are out of the ordinary. Incidents include a "near miss."

#### **Accident/Incident Reports (Form 01)**

Accidents and Incidents are reported using Form 01. If you, as a volunteer, witness an accident, injury or incident, you should inform program staff immediately. You may be requested to assist in completing the report.

All accidents requiring first aid must be reported. Incidents that must be reported may include damage to property, inappropriate behavior, unusual interactions, or any incident/situation not related to personal injury.

### **First Aid**

A basic first aid kit will be available at each program/site. Program staff are responsible for maintaining supplies. Volunteers requiring first aid should inform program staff of any injury or accidents necessitating first aid.

### **Emergency Situations**

In the event of an emergency situation during your volunteer assignment, program staff will direct the emergency response. All park district staff receive training on how to respond to different types of emergency situations. Your responsibility is to remain calm and follow instructions.

### **What to Expect in an Emergency**

There are many types of emergency situations that may occur during your time as a volunteer. Here is an overview of what an emergency response may look like.

### **Severe Weather**

Severe weather includes Severe Thunderstorm Warnings, Tornado Warnings, and Winter Weather Warnings. If severe weather develops during a program, staff may:

- End the program early
- Move participants and volunteers to a lower-level of the building
- Direct everyone to shelter-in-place where they are
- Delay the end of a program until the severe weather has subsided
- For outdoor programs/activities
  - If thunder is audible or lightning is visible all outdoor activities will be modified, delayed or cancelled. Participants, staff and volunteers must take shelter. Activities may resume 30 minutes after the last thunder or lightning has been observed.

### **Evacuation**

An evacuation of the building or program site may be necessary due to fire, gas leak/noxious order, or other reasons. If an evacuation is necessary during a program, staff may:

- Direct participants and volunteers to exit the building/site and direct them to the reunification location (program location dependent)
- Direct participants and volunteers to a different program room/location within the facility

### **Aggressive Intruder**

If an aggressive intruder is at the facility or program site, staff may direct participants and staff to:

- Shelter-in-place in the activity space
- Evacuate the building/activity location

In any instance of an emergency, volunteers are not authorized to speak about the emergency to members of the press, members of the public, or anyone except Full Time park district personnel and police/fire/EMS.

## **Communicable Disease and Blood Borne Pathogens**

Communicable Diseases and Blood borne Pathogens are diseases which can be passed through blood and bodily fluids. To reduce your risk of exposure, follow these precautions:

- Assume everyone is infected with a blood borne pathogen.
- Disposable gloves must be worn when blood and/or body fluids are present.
- Soiled surfaces and recreational materials of any kind (including balls, exercise mats, toys, and other equipment) must be cleaned with a disinfectant.
- Do not share personal items such as water bottles.
- Do not re-use materials that were used to clean up blood/bodily fluids.
- Do not touch dried blood.
- Protect eyes, nose, and mouth from blood and body fluids by positioning your body so fluids cannot be projected towards your face (such as by a person with a bloody nose or mouth, coughing or sneezing).
- Cover open wounds with a bandage.
- Never push garbage down with your bare hand, in case there is a needle or other sharp object in the trash.
- Inform program staff and document any incidence of contact with blood or bodily fluids regardless if an individual is known to have a communicable disease.

## **Park District Policies**

All volunteers (and staff) are required to adhere to the policies listed below. A full policy description is available upon request. Failure to comply with district policies may result in dismissal from your volunteer assignment.

### **Admission of Guilt**

In the event of a serious accident or injury, volunteers may never disclose details with members of the press or members of the public. Additionally, they may never admit guilt or fault of any kind. If a volunteer is being pestered to give a statement, the volunteer should respond with "I am not the best person to answer your questions. Please contact the Executive Director who is our official spokesperson."

### **Anti-Harassment**

Harassment in any manner is prohibited. Harassment is behaving in a way that is received as annoying, threatening or intimidating with the intent to bother, frighten or demean another person. Harassment usually involves unwelcome and unwanted contact that often persists after a victim has requested that it stop. Volunteers should report harassment. All reports will be investigated.

### **Violence in the Workplace**

Acts of violence will not be tolerated under any circumstances. Any reported acts of violence will be investigated.

### **Right to Know – Hazardous Materials**

You have the right to know what hazardous materials you may come in contact with during your volunteer assignment. The park district uses chemicals, paint, and cleaning agents to maintain the facility and grounds. These substances are required to be stored in a locked location; only authorized personnel have access. None of the chemicals or substances are any stronger or hazardous than household bleach. Full Material Safety Data is available upon request.

# LINDENHURST PARK DISTRICT



## Volunteer Information/Application

Thank you for your interest in volunteering with the Lindenhurst Park District! Please complete this form and submit to Kate Kotloski at the Park District Administrative Offices. Completion of this application does not guarantee placement in a volunteer position. A staff member will contact you, should you be selected to volunteer.

First and Last Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Volunteer interests: \_\_\_\_\_

Volunteer Organization (if applicable): \_\_\_\_\_

Will you need verification of hours worked for service credit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime (not including minor traffic violation)? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of or found to be a child sex offender? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to either of the above listed questions, which state did the conviction(s) take place in? \_\_\_\_\_

In the event of an emergency, whom should we contact?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: \_\_\_\_\_

By submitting this application, I affirm the facts set forth in the application are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may lead to the immediate end of my ability to volunteer with the agency.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Parent/Guardian (if under 18) Date

*It is the policy of the Lindenhurst Park District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other legally protected basis. Please advise staff if you require an accommodation to participate in the application process.*



## VOLUNTEER WAIVER & RELEASE

### IMPORTANT INFORMATION

The Lindenhurst Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Lindenhurst Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Lindenhurst Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is 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.

### 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 Park District/SRA to guarantee absolute safety.

### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

*Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).*

*As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Lindenhurst Park District including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").*

*I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.*

***I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.***

PLEASE PRINT

Volunteer Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARTICIPATION WILL BE DENIED**

**If the signature of the volunteer and date are not on this waiver.**