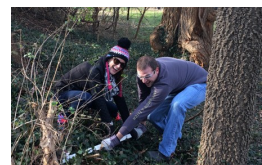


# Fayetteville Parks and Recreation

# VOLUNTEER HANDBOOK

## Fayetteville Parks and Recreation Mission Statement:

To meet the parks and recreational needs of all by providing a safe and diversified park system that encourages community pride, visionary planning and operations, and environmental stewardship.



## Welcome to Fayetteville Parks and Recreation!

We are excited about your interest in volunteering and hope you find volunteering with us a rewarding experience. This Volunteer Handbook provides information on Fayetteville Parks & Recreation, its facilities and services, volunteer opportunities and specific instructions on policies and procedures.

Fayetteville Parks & Recreation offers numerous volunteer opportunities at our park lands, trails, lakes and streams. Volunteers assist with a variety of activities, such as litter cleanups, invasive removals, coaching and umpiring sports programs, assisting with race events, building trails, maintaining community gardens, landscapes and woodlands, sports facility maintenance and park mowing. We are also open to your ideas about ways to volunteer!

## The Program: Purpose, Benefits, and Recognition

The Volunteer Program seeks to provide rewarding opportunities for citizens to get involved in their community, while helping us support our mission and meet our many needs. Volunteers provide invaluable assistance and we couldn't accomplish what we do without their help!

Volunteering is rewarding. People gain satisfaction from knowing they are helping the local environment and contributing to their community; they expand and share experiences, make new friends, and discover new interests and abilities. One of the greatest rewards of volunteering is the sense of personal achievement and satisfaction of helping an organization succeed. There are also tangible benefits including:

- Volunteer hours are accepted as service group requirements.
- Community recognition. Signage with your name, company or group name will be placed at parks and trails that are officially adopted, and occasional shout-outs recognizing our volunteers are posted on social media.

## Who can volunteer?

Everyone is welcome! Non-profit organizations, Corporations, Businesses, Clubs, Master Gardeners and Naturalists, Neighborhood Associations, Scouts and Individuals are volunteers.

Volunteer Options:

- Officially Adopt-A-Park or Trail – three times per year and commit to continue.
- Work on an “As-Needed” basis – periodically with no long-term commitment.
- Work on a Special Project or Process – examples include Eagle Scouts, Master Gardeners and Master Naturalists, or an ongoing habitat restoration.

## Volunteer Opportunities

We endeavor to match volunteers with tasks and options that best suit their group size, interests and talents. This in turn ensures a positive and productive experience for both the volunteer and Parks & Recreation programs and events. Types of volunteering can include:

- **Adopt-A-Park and Adopt-A-Trail** are components of the Volunteer Program. Adopters are required to work three times per year. The first work session must occur within six months of adopting, followed by two additional work dates before the year’s end. After these requirements are met and the Adopter commits to continue, a sign with the organization name will be installed at the adopted park or trail.
- **Tidiness Efforts** include litter cleanup from grounds, trails, and creeks.
- **Garden & Grounds Maintenance** includes assisting with garden tasks, painting, cleaning of facilities.
- **Environmental Projects** through the Adopt program, provide a way for volunteers to commit to working with City staff to achieve common goals of preserving Fayetteville’s ecological assets and natural heritage, while gaining education through the process. Individuals who volunteer for invasive species and habitat restoration projects often take that knowledge home to use in their own back yards.
- **Business Donations** are a way for businesses to participate in the Adopt programs through making donations! Similar to the regular volunteering commitment, we ask that businesses donate food, snacks or beverages depending on the event need, for 20-30 people, three times per year. We realize that due to hours of operation, some businesses such aren’t able to have their teams volunteer together, and this is a great way to support the community stewardship while accommodating work schedules. Once a business adopts, the adopter sign will be placed at a park or trail of choice. Only three business may adopt a park through donations.
- **Race Event and Sports League Volunteering** Volunteer assistance enables us to host these events and programs and helps to make them a success! Volunteering for these activities is managed through the Recreation division of the Parks Department and can be learned about by contacting parks@fayetteville-ar.gov. For non-sports related volunteering, please continue reading.

## How Do I Start and Participate?

- Volunteers can sign up any time throughout the year. Fill out and send in the attached Volunteer Application; you will be contacted to confirm its receipt.
- Communicate your work date to the Volunteer Coordinator at least two weeks in advance of the event.
- Designate a representative who will be responsible for scheduling, organizing and activity reporting.
- Your efforts are very important to us! Report within 24 hours the date, total number of hours and volunteers, and activities to the Volunteer Coordinator.
- Certain programs require orientation and training. Habitat Restoration event volunteers are oriented and trained on-site just prior to and during volunteer events.

## What else do I need to know?

**Safety and Personal Protective Equipment** Depending on the jobs performed, safety equipment such as gloves, goggles, sturdy shoes, earplugs, sun hats, or sunscreen may be appropriate. The Volunteer Coordinator will discuss this with volunteers so you can be as comfortable as possible. Gloves and tools are provided by Fayetteville Parks & Recreation. It is vital that all volunteers wear close-toed shoes.

**Dress Code** We want you to be comfortable and wear appropriate clothing for the task assigned; we ask that our volunteers project a professional image in their attire.

**Absences** Volunteers who cannot report for their job assignments should notify the Volunteer Coordinator as soon as possible. If it is necessary to cancel a scheduled day please provide notice in advance of your scheduled work date.

**Weather** Please notify the Volunteer Coordinator if your work day is cancelled or rescheduled due to inclement weather, including lightning.

**Emergency** Any volunteer who observes a medical or any other type of emergency should call 911 first then contact a Parks & Recreation staff member.

**American with Disabilities Act (ADA)** Volunteers with activity limiting disabilities should bring this to the attention of the Volunteer Coordinator. Fayetteville Parks & Recreation complies with ADA guidelines and will make every effort to accommodate whenever possible.

**Drug Free Workplace** Fayetteville Parks & Recreation has a vital interest in maintaining a safe and efficient work environment for volunteers and employees. Use of drugs or alcohol or being in an impaired condition is not tolerated. Violation of this policy will result in the termination of one's status as a volunteer.

**Harassment** No volunteer should experience any harassment. Incidents of this nature should be reported immediately to the Volunteer Coordinator or the Fayetteville Parks & Recreation Director for investigation.

**Grievances** about work-related issues should be discussed with the Volunteer Coordinator. Every attempt will be made to resolve a problem through a discussion process. However, if a matter remains unresolved, it will be referred to the Fayetteville Parks & Recreation Director so a final resolution can be reached.

**Park Patron Relations** As a volunteer you represent Fayetteville and have an important role to play in enhancing the visitor's perception of Fayetteville Parks. Volunteers should always be friendly and helpful. If a visitor's question cannot be answered, the visitor should be directed to an appropriate staff member for an answer. If a volunteer observes inappropriate behavior from a visitor, they should report the problem immediately to the Volunteer Coordinator or the group representative.

## For more information about volunteering please contact:

Fayetteville Parks & Recreation  
Volunteer Coordinator  
1455 S. Happy Hollow Rd  
Fayetteville AR 72701

Phone (479) 444-3467  
E-mail: [parksvolunteer@fayetteville-ar.gov](mailto:parksvolunteer@fayetteville-ar.gov)  
Website: [www.fayetteville-ar.gov](http://www.fayetteville-ar.gov)

# Fayetteville Parks & Recreation



# VOLUNTEER APPLICATION

Please select area(s) of interest:    Adopt Program                      Habitat Restoration                      Business Donation

(For sports recreation league & Fayetteville Race Series volunteering, please contact: [parks@fayetteville-ar.gov](mailto:parks@fayetteville-ar.gov))

**Individual or Organization Name**                      **Primary Contact Name**                      Phone Number  
\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Mailing Address                      City, State, Zip                      Email Address  
\_\_\_\_\_

Secondary/Emergency Contact                      Email Address                      Phone Number  
\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Skills, Training, Hobbies & Interest:** List hobbies, training or background which may be applicable:  
\_\_\_\_\_

Why are you interested in volunteering?  
\_\_\_\_\_

Do you want to adopt a park, trail, street, or creek?  
**Yes or No**

**Medical:** Do you have any medical condition we should be aware of? (i.e.: heart condition, back problems, asthma, allergies, etc.). Specify:  
\_\_\_\_\_

If yes, which one? \_\_\_\_\_

If yes, clearly print the name you want on your sign:  
(Please note that sign space is limited.)  
\_\_\_\_\_

For the purpose of public relations, do you wish to remain anonymous?    **Yes or No**

As a volunteer of Fayetteville Parks & Recreation, I agree to abide by the policies and procedures stated in the Volunteer Handbook. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Thank you for your interest in our community. We look forward to meeting you and appreciate the generous offer of your time and skills!

**Mail, deliver or email to:**  
Fayetteville Public Works Volunteer Program  
1455 S Happy Hollow Rd., Fayetteville AR 72701  
E-mail: [parksvolunteer@fayetteville-ar.gov](mailto:parksvolunteer@fayetteville-ar.gov)

**Visit [www.fayetteville-ar.gov](http://www.fayetteville-ar.gov) or call 479-444-3467 for questions about the program and adoptable areas!**