

Division of Parks and Recreation Volunteer Code

The Division of Parks and Recreation recognizes the contributions, skills and experience volunteers bring to our organization and actively seek ways to engage volunteers in caring for our parks. These codes help to govern the involvement of volunteers. Please review these carefully and contact the Division Office of Volunteer and Community Involvement with any questions.

I. ELIGIBILITY

A. Definition:

Volunteers are uncompensated individuals who perform services directly related to Division business, support the activities of the Division, or gain experience in specific endeavors. By definition, volunteers perform services without promise, expectation, or receipt of any compensation, future employment, or any other tangible benefit.

B. Volunteers are accepted without regard to race, creed, color, sex, age, national origin, political affiliation, religion, disability, or any other non-merit factor.

C. The Division of Parks and Recreation does not guarantee volunteer placement. The Division will make every effort to match volunteer applicants to volunteer opportunities based on the interests and abilities of the volunteer and the needs of the Division.

D. No minimum age or maximum age limits exist for volunteers.

- 1) Participation appropriate for youth volunteers under the age of 18 years is determined by the site supervisor and may require youth volunteers to be accompanied by an adult.
- 2) Volunteers under the age of 18 years are required to provide parental/ guardian permission and consent prior to beginning volunteer service.
- 3) Site managers must comply with appropriate Federal and State laws and standards when using the services of minors. Unit managers may set minimum age limits in the interest of safety.

E. Volunteers must be able to carry out work for which they are assigned.

F. Placement as a volunteer is contingent upon successful completion at all levels of screening. The Division employs a multiple step screening process for all volunteers based on the nature of the volunteer work and involvement level of the participant.

- 1) Volunteers aged 18 years and older are required to undergo and successfully complete a criminal history background investigation prior to any offer of

placement or volunteer service being performed which involves any of the following activities:

- a) Interaction with visitors or other volunteers within vulnerable populations, including youth, senior citizens and volunteers or visitors with disabilities,
 - b) Service which requires access and use Division equipment, vehicles, computers or that allows access to information and records,
 - c) Handling or service around money,
 - d) Handling weapons of any kind or discharge of black powder,
- 2) The Division of Parks and Recreation will perform a criminal history background investigation at no charge to volunteers.
 - 3) Volunteers have the option of submitting a copy, at their expense, of a current background check obtainable from the State Bureau of Identification or the Federal Bureau of Investigation (FBI) conducted within the last 12 months or proof of having met background check requirements.
 - 4) Volunteers who are members of the U.S. Military, Department of Defense employees, Law Enforcement, and authorized Closed Carry Permit holders may present current credentials as proof of background verification (Common Access Card, current LEO identification, or current Closed Carry Permit).

II. ENGAGEMENT

- A. All volunteers enter voluntary service with the understanding that such service is at the sole discretion of the Division.
- B. Volunteers may not engage in activities for which they are not trained, assigned or otherwise authorized to perform by the Division.
- C. Volunteers perform service without compensation and are not considered employees of the State of Delaware and do not have an employment relationship:
 - 1) Volunteers engage in volunteer activities at their own risk and are responsible for their own actions.
 - 2) The Division of Parks and Recreation does not provide Worker's Compensation or any other insurance coverage for volunteers.
 - 3) The Division will not represent volunteers in legal suits.
 - 4) Volunteers are not covered for loss of employment time due to an injury or illness, nor for a lasting disability or death.

- 5) Volunteer service is not creditable for leave accrual or any other benefit.
- D. Effective April 7, 2019 – CIMA Excess Accident medical Coverage and Excess Volunteer Liability Insurance sponsored by the Friends of Killens Pond State Park.
- a. Policy information may be seen at: <https://www.cimaworld.com/wp-content/uploads/2018/08/brochure.pdf>
 - b. Excess Automobile Liability Insurance indicated on the webpage is not included.
 - c. Volunteers electing to use the CIMA Excess Accident medical Coverage and Excess Volunteer Liability Insurance do so by their own choice and are not required or obligated to do so.
 - d. By providing this insurance, The Friends of Killens Pond State Park in no-way assume liability or responsibility for any volunteer participating in any Delaware State Park.
 - e. Volunteers electing to use the CIMA Excess Accident medical Coverage and Excess Volunteer Liability Insurance provided by the Friends of Killens Pond State Park waive and discharge the Friends of Killens Pond State Park from any liability or claim that the Volunteer may have against the Organization with respect to bodily injury, personal injury, illness, death, or property damage that may result from volunteer participation in Delaware State Parks.
 - f. The volunteer also fully understands that the Friends of Killens Pond State Park nor Delaware State Parks, does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.
 - g. Participation
 - i. Participation is voluntary and at no fee to the volunteer.
 - ii. Any active, registered Delaware State Parks volunteer or Friends group member are eligible, including episodic short-term volunteers who have signed in on a Volunteer registration form.
 1. Completion of Division Application
 2. Volunteer event sign-in sheet
 3. Active Friends group member
 - iii. Covered accidents must occur during Delaware State Parks sponsored and/or approved volunteer activities.
 - iv. Volunteers must first receive and pay for care.
 - v. Park Staff must be notified of accident and complete Division Report of Accident form.
 - vi. Volunteers must contact Park staff to file claims within timeline and framework established within the Policy.
 - vii. After claim is filed, volunteers will work directly with CIMA for resolution. Neither the Division nor the Friends of Killens Pond State Park will be involved in claim resolution.
- E. The Division reserves the right to decline a candidate for any reason which the Division determines may create an unfavorable match for the volunteer or the Division, or which may affect the best interests of the Division.

- E. Volunteers may at any time, for any reason, decide to discontinue volunteer service with the Division. Volunteers agree that, likewise, the Division may at any time, for any reason, decide to terminate the volunteer's relationship with the Division. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.
- F. Volunteers understand that photographs may be taken at park events and give permission to the Division of Parks and Recreation and Department of Natural Resources and Environmental Control to utilize any photographs in future publications, promotional materials and exhibits.
- G. Volunteers accepted into service agree to the risks involved with being a volunteer for Delaware State Parks and acknowledge that neither the State of Delaware, nor the Department of Natural Resources and Environmental Control, nor the Division of Parks & Recreation, nor any state employee or volunteer leader, will assume financial liability for any injury or illness that the volunteer, or any participants in attendance with the volunteer, might incur while performing voluntary service for the Division of Parks and Recreation.

III. USE OF EQUIPMENT, TOOLS, SUPPLIES AND RESOURCES

1. The Division may provide equipment, tools, supplies and resources as requested and necessary to complete approved projects.
2. Volunteers may use their personal equipment, tools, supplies and resources with the understanding that neither the State of Delaware, nor the Department of Natural Resources and Environmental Control, nor the Division of Parks and Recreation, nor any state employee or contractor, will assume any financial responsibility nor liability for damages or replacement to personal equipment, tools, supplies and resources used by the volunteer.
3. Use of equipment, tools, supplies and resources may only be used in areas and for projects authorized and designated by park staff.
4. Volunteers shall not borrow state equipment, tools, supplies and resources for personal use.

IV. SAFETY

1. The single overriding principle for all that we do at Delaware State Parks is **SAFETY**. Safety for employees, Safety for Volunteers, Safety for our visitors. Safety is everyone's responsibility.
2. Volunteers should conduct all activities in a safe manner, including but not limited to the following:
 - a) Do not attempt to perform any duties for which you have not been trained or authorized or which you cannot safely or legally perform.
 - b) Know your physical limitations. Discuss with site supervisor any physical limitations or any health conditions that could influence your activity and in case of an emergency prior to starting your duties.
 - c) Attend project safety meetings and trainings.
 - d) Do not operate tools or machinery without training.
 - e) Use equipment, tools, supplies and resources in proper prescribed and safe manner.
 - f) Only use equipment, tools, supplies and resources in safe working order.
 - g) Perform your duties carefully and safely. Remain focused on the task at hand.
 - h) Use legs, not back, when lifting objects.
 - i) Dress properly for assignment. Always use the appropriate protective equipment, including personal protective equipment
 - j) Report any unsafe conditions you encounter.