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COMMISSIONER

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Operating Procedure # O - V - 3

Subject: Volunteers

Effective Date: July 2, 2015

Procedure Statement:

The utilization of volunteers is critical to keep Georgia State Parks and Historic Sites functioning at high quality standards while being fiscally responsible. The Volunteer Policy Manual incorporates recruitment, selection, implementation and retention of volunteers in the park system. Site Managers must read and be familiar with the Volunteer Policy Manual. Hosts must read and sign to acknowledge they have read the Volunteer Policy Manual. The signed acknowledgement should be sent to the PRHS Volunteer Coordinator.

Definitions:

Volunteer: A volunteer is anyone who performs work for the Division of Parks and Recreation for which he or she receives no monetary or material compensation from the Division.

Registered Volunteer: A volunteer that is in the GSPHS volunteer database and website, is up to date on registration fees, and has a cleared and validated criminal history on file.

Community Volunteer: These volunteers determine their level of involvement at (a) designated park(s).

Group Volunteer: Civic, church, scouting, universities and other groups that come out for a day or a collection of days to work together collectively to accomplish a project for the Parks.

Host: Registered Volunteers who stay in their personal RV at designated free Host Site for 2-6 months in exchange for a minimum of 24 hours of volunteer work.

Procedure:

Specific duties and responsibilities for volunteers at each park will vary to meet the needs of that particular site and to match the interests and talents of the persons who apply. The site manager is responsible for developing the Volunteer Program for the individual site, and for interviewing and selecting the volunteers to work with that program. Below are some examples of areas where we use volunteers:

- Orientation and Information-Volunteers may provide information to park and historic site visitors, update bulletin boards, lead interpretive tours, or explain rules and procedures to park and historic site visitors. They may offer information on upcoming programs, relate the history of the park or historic site, or explain how the visitor can best use and protect the site's resources.
- Light Maintenance-Volunteers may assist with litter pick-up around a park, help clean up a shoreline, construct a trail, re-stain picnic tables, repair bicycles, apply protective coating to artifacts, cut grass, and prepare wildflower beds or any number of other maintenance tasks waiting to be done. Light maintenance jobs are limited only by lack of imagination.
- Park Programming-Volunteer possessing special knowledge of history or natural science may be asked to assist with interpretive programming. Special organizational and promotional talents may be needed for special events, and persons experienced in working with children may be asked to help with Junior Ranger or other youth programs.
- Collection of Fees and Sales- Registered Volunteers may be assigned to register participants and collect fees, assist with implementation of the Georgia ParkPass program, or sell tickets and merchandise.

Authority:

O.C.G.A. 50-21-22(7) Tort Claims Volunteer Protection

O.C.G.A. 50-22-25(a) Official Scope of Duties

O.C.G.A. 16-11-126 Gun Law

O.C.G.A. 12-2-6

DNR Regulation 391-5-1-.01(b)

DNR HR SOP # 022 Operation of Vehicles

DNR HR SOP # 004 Criminal Background Check

DNR HR SOP # 013 Internships

Attachments:

Attachment 1 – Volunteer Policy Manual

Attachment 2 – Volunteer Policy Manual Acknowledgement Form

Additional Forms Available on Staff Resources <http://gastateparks.org/Staff-Volunteer>:

Online Volunteer Supply Request

Tracking Volunteer Hours - Volunteers are encouraged to track their own hours

Group Volunteer Liability Waiver (Adult)

Group Volunteer Liability Waiver (Minor)

Insurance Claim Form -for volunteers injured at your park

Friends Membership Registration Requirements

PAPER VERSION - Volunteer Criminal Background Check Form

PAPER VERSION - Volunteer/Host Application Packet

PAPER VERSION - **Volunteer Insurance Form** - for those serving **less than 40 hours per year who purchase the volunteer excess liability insurance.**