



## Lake Stevens Adopt-A-Community Volunteer Program Policy

This volunteer program is established to keep our public spaces vibrant, welcoming and beautiful and to create opportunities for individuals, non-profit groups, corporations and businesses to participate in a program that improves the quality of life in our community. The City recognizes the vital role that volunteers fulfill and want the volunteer experience to benefit both the City and the volunteer. The Adopt-A-Community offers groups and individuals a way to enhance their corporate or civic visibility and promote their commitment to the local community. It is not the intention of this program to displace paid employee positions, but rather to enrich the community with functions the City could not provide without the volunteer program.

This program policy outlines the roles and responsibilities of the volunteers and describes the framework to help make the program successful. There are many different types of volunteers and needs to be filled by volunteers. This guide defines the categories of available volunteer opportunities from broad to narrow, provides the requirements for each and defines recognition.

The Adoption Program offers an easy and fun way for the community to get involved and help keep the City of Lake Stevens a beautiful and vibrant place to live. Service groups and corporate sponsors are vital to the quality of life within our community and provide additional support to local governments by helping with clean-up efforts and organizing larger projects.

### Definitions

Department - the Planning and Community Development Department.

Organizational Volunteer - anyone who, without compensation, performs an organizational task at the direction and on behalf of the City. A volunteer must be officially registered and/or be enrolled by the City prior to performance of the task. Volunteers shall not be considered employees of the City of Lake Stevens.

Volunteer Service Workers – anyone who, without compensation, performs a limited scope of service for a specified task. A volunteer must be officially registered and/or be enrolled by the City prior to performance of the task. Volunteers shall not be considered employees of the City of Lake Stevens.

Volunteer Coordinator - staff member tasked with coordinating volunteer activities and volunteers for the Department.



## Description of Volunteers and Term of Commitment

The Adopt-A-Community program has three main categories – short term or volunteer service worker, long term or organizational volunteer and ongoing volunteers.

1. Ongoing or organizational volunteers will be separately advertised for and filled on an application basis through a solicitation process. Examples are administrative help or ongoing support in a formal and scheduled manner.
2. Long term opportunity examples are parks, trails, streets and beaches that require a two-year commitment.
3. Short term or volunteer service worker opportunity examples are one-time special projects and terms are at the discretion of the volunteer and volunteer coordinator.
4. Participate in running special events.

## Parks, Trails and Streets

Parks are the backbone of the community volunteer program providing almost 200 acres of recreation area. Volunteers within parks are tasked with litter clean up, weeding, trimming cleaning and special projects. In order to adopt a park or other element such as beach, a volunteer or group must commit to clean or maintain the park at least three times per year over a two-year commitment.

Trails and Streets are important to quality of life and are defined in lengths that are easily identifiable such as a trail that connects one part of a community to another and a street that has identifiable intersections. The volunteer must maintain the entire section that has been adopted three times per year over a two-year commitment.

Special projects are one-time projects that come about from an identified need or is community initiated. These projects are generally short-term comprised of a few days. Examples of projects are building a set of stairs or painting a facility. These special projects can be undertaken by an individual or a group such as a corporation or service club.

A special project can be taken on if the group or individual has experience or can reasonably accomplish the task by demonstrating a plan of completion. The Volunteer Coordinator will meet with the individual or group and establish scope of project, materials list and deliverables. This allows the City to coordinate the necessary oversight and order materials needed. If the group or individual is proposing a donation of materials, acceptance of the gift must be documented, and depending on the value, may have to be approved by City Council. Once the plan of completion has been approved the project will be scheduled.



## Partnering in Capital Projects

In large scale projects such as new park construction or redevelopment of an existing park, an individual or corporate sponsor may become a partner with the City and contribute through design, acquisition / donation of property, construction or in-kind donations of labor or materials along with direct financial contributions. In such partnerships, the City Council will officially accept the donation and naming rights may be given. In recognizing the large contribution to the community, specific amenities or elements may be named after the individual or corporation such as in the case of a legacy gift. The naming rights will be commensurate with the value of the contribution. In the case of an amenity, a plaque will be erected reflecting the names of the contributor 's choice.

The City supports youth organizations such as scouts, YMCA / Boys and Girls Club and schools on aligning projects with service and educational needs. Organizations or individuals can contact the Volunteer Coordinator to present projects that bring value to the community by volunteering, construction or donation.

## Special Events and Community Festivals

The City hosts several community festivals and permits special events. Community events and festivals are ways to foster community pride and provide inclusion for the community. Examples are sporting events, seasonal festivals and community events. Volunteers are essential to the success of this important outreach. Volunteers are utilized to help with various tasks including hands on support of the event as well as planning, sponsoring, set up and clean up. Please contact the Volunteer Coordinator for sponsorship of events or initiating an event.

## Schedule

The City understands the schedules of volunteers are limited and every effort will be made to schedule more complex projects at a time that is most convenient such as weekends, etc. There are times when projects may need to adhere to a specific schedule due to weather, regulatory requirements or availability of professional staff. It is advised to inform the Volunteer Coordinator of desired schedules with as much advance notice as possible.

## Safety of Volunteers

The safety and welfare of volunteers is of paramount importance and as such the City is committed to providing appropriate training and welcomes feedback from volunteers on how to improve safety while volunteering. The Volunteer Coordinator is trained in CPR/AED and basic first aid. Volunteers will be trained in CPR/AED and basic first aid based on volunteer job description. A first aid kit is available at all City Hall and can be obtained for



any volunteer site. In the event of an injury, appropriate first aid is to be given and aid called if necessary. At the conclusion of the injury stabilization an accident form must be filled out immediately and submitted to the Volunteer Coordinator. Accident forms can be obtained in City Hall or if working remotely, one will be provided to you.

- Any equipment needed for volunteers will be provided including but not limited to personal protection equipment, trash bags, safety vests and litter pick-up sticks.
- Minors must always have direct supervision by an adult. No power tools are to be used by minor volunteers at any time.
- Additional checks will be required for volunteers with unsupervised contact with minors or vulnerable adults.
- The City will provide a copy of the various checks performed on the prospective volunteer upon request.

## Requirements

Volunteers are viewed as a valuable resource to the City and community. Volunteers will be given the right to meaningful work and treated with respect by staff and given recognition and feedback.

In return volunteers agree to perform their duties to the best of their abilities and work toward the mission of parks and recreation and maintain attractive community streets, sidewalks and public facilities. If a volunteer disagrees with the vision or mission of the City, contact the Volunteer Coordinator and attempt to gain clarity. It is important that volunteers refrain from commenting in public as an official for the City. At times, a volunteer may be privy to confidential information, and as such, it must be kept confidential.

Certain requirements such as maintenance of records, timesheets and hold harmless forms are needed by the City to ensure proper reporting requirements. All hold harmless forms must be fully filled out and signed prior to any work beginning. Time tracking requirements include a timecard to be filled out for all volunteers and remitted to staff at the conclusion of the project. A group timesheet for group volunteers is available.

In some instances, a background check and other requirements will be required. If driving a city vehicle is required by a volunteer job description, a driver's abstract may be required and will be made available to the volunteer. Volunteers are not allowed to use personal vehicles for volunteer work or City business.

An orientation will be provided for organizational volunteers that will include a review of requirements and expectations from the volunteer and expectations of the city for the volunteer including personal protection equipment (PPE).



## Role of Volunteer Coordinator

The success of the program depends upon the effective coordination of opportunities and volunteers. The productive utilization of volunteers requires planning and organization and the Volunteer Coordinator acts as a central contact and offers coordinated and effective management under the City guidelines for the benefit of volunteers in their effort to provide productive services. The Volunteer Coordinator serves under the Community Development Director and official job title may differ.

The Volunteer Coordinator will maintain a list of possible volunteer activities.

## Evaluation of the Volunteer Program

The Volunteer Coordinator will conduct an annual evaluation of the utilization of volunteers by the Department. The purpose of the evaluation is to obtain the efficiency of the program, the budget and the performance of ongoing volunteers. The Volunteer Coordinator will evaluate the number of volunteers used, number of volunteer hours served, projects and events where volunteers were used.

## Recognition

Recognition of volunteers is imperative to continued success of the program. In the Adopt-a-Community program where a park or other element is adopted, this is accomplished by erecting signs or plaques that promote and identify the group or individual that has adopted the element. Signs or plaques will be ordered according to a sign standard, but the content will be at the discretion of the honoree with final approval given by the Department. Recognition of special projects completed within our community will be advertised on the City website and social media as well as a letter signed by the Mayor.

All volunteers are also invited to and encouraged to attend a yearly event that is scheduled to honor and recognize the contributions volunteering provides. Input on yearly events is encouraged and should be submitted in writing to the Volunteer Coordinator.

Letters of recommendation for future careers, college or community service certification are also forms of recognition and will be processed by the Department with final approval from the Human Resources Department.