



# VOLUNTEER POLICY

1195 SE Kemper Way Madras, OR 97741 | ph: 541-475-4253 | macrecdistrict.com

## Section 1. Purpose

- a. The purpose of this policy is to provide overall guidance, structure, and direction to staff and volunteers throughout the volunteer process.
- b. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Madras Aquatic Center Recreation District ("MACRD") reserves the right to change any of these policies at any time and to expect adherence to the changed policy.

## Section 2. Background

- a. MACRD utilizes volunteers to successfully operate and produce services and programs. Volunteering is an activity where individuals decide, freely and by choice, to help achieve MACRD's goals without expectations of financial or other rewards in kind.
- b. Local citizens, volunteering their time and energy to MACRD, provide support to MACRD and foster a quality of life and well-being in the community. The role of a volunteer is to augment, not replace, paid staff positions. MACRD's goal is to utilize the skills and interests of volunteers to enhance the services provided to the community by MACRD.

## Section 3. Definition

- a. A "volunteer" is an individual who performs services without expectation of compensation (i.e., voluntary services(s)) at the direction of and on behalf of the MACRD. A "volunteer" must be officially registered and/or enrolled by the MACRD prior to performance of the service(s).
- b. A volunteer serves "at will" and is not considered an employee of the MACRD. Nothing contained in this MACRD Volunteer Policy ("Volunteer Policy") confers a contractual right, either express or implied, to remain a MACRD volunteer. The provisions contained Section 6 of this Volunteer Policy will in no way create or imply an employment relationship between MACRD and any volunteer.

## Section 4. Screening of Volunteers

- a. Due to the sensitive nature of some volunteer positions/services, volunteers may be required to undergo a criminal history background check to volunteer. These positions include, without limitation, those where volunteers will have unsupervised volunteer time with minors and/or individuals with disabilities as well as those positions involving sensitive and/or confidential information. The background check may consist of a criminal history records check, driving records check, fingerprinting check, and/or a reference check. MACRD will pay for and provide a copy of the results from any background screening performed upon the subject volunteer's written request.
- b. All volunteers placed in sensitive volunteer positions (i.e., those positions with at-risk patrons) must submit adequate personal information to MACRD to conduct these checks. A volunteer who refuses to submit to these screening procedure(s) may be ineligible to volunteer with MACRD.



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- c. Volunteers may be required to wear a badge, vest, name pin, hat or other volunteer identification when representing MACRD, unless otherwise approved by the executive director. The volunteer identification should be used only when volunteering with MACRD and at no other time.

## Section 5. MACRD Policies, Procedures, Rules, and Regulations

- a. Volunteers are expected to follow MACRD policies, procedures, regulations, and rules unless otherwise directed by the executive director. These include, without limitation, the following:
  - i. Safety. The safety of volunteers, employees, and the general public is of primary importance to MACRD. MACRD complies with all applicable laws related to safety. Volunteers are expected to adhere to safe operating instructions. All volunteers will continuously promote safety awareness and maintain MACRD property and equipment in a safe operating condition.
  - ii. Confidentiality. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they have access while serving as a volunteer.
  - iii. Harassment. MACRD is committed to providing a volunteer environment that is pleasant, professional, and free from harassment, intimidation, hostility, and/or other offenses which may interfere with a volunteer's service. Harassment based on sex, race, national origin, religion, age, disability, and/or any other basis prohibited by law is prohibited. Examples of harassment based on race, national origin, religion, age, or disability include, without limitation, words, signs, offensive jokes, cartoons, pictures, posters, emails, or statements that depict such protected groups or individuals in a derogatory way. MACRD does not tolerate harassment by anyone, including supervisors, co-workers, or non-employees. Any action or conduct contrary to this policy is prohibited, will not be tolerated.
  - iv. Nondiscrimination. All volunteers of MACRD have the responsibility to follow and carry out MACRD's nondiscrimination policies. Volunteers are expected to bring any questions, issues, or complaints to the attention to the executive director.
  - v. Drugs and Alcohol. MACRD is committed to maintaining a drug-free environment in the interests of good business practice that provide a safe, product, and drug-free work environment. For this reason, MACRD has established the following policy for volunteers: (1) volunteers will not use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs while performing services on behalf of MACRD; (2) volunteers will not report to volunteer service under the influence of illegal drugs or alcohol; (3) volunteers will not use prescription drugs illegally (provided, however, nothing in this policy precludes the appropriate use of prescription or non-prescription medications); and (4) a volunteer will inform the volunteer's supervisor at the beginning of any shift if a volunteer is taking



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any over-the-counter or prescription medications that may impair the volunteer's ability to perform the volunteer services.

Marijuana is considered a "controlled substance" under applicable federal regulations. Therefore, marijuana is an illegal drug for purposes of this Volunteer Policy, even if it has been prescribed by a physician and even though Oregon has authorized the use and sale of recreational and/or medical marijuana.

## **Section 6. Volunteer Incentives**

- a. In appreciation for volunteer services, MACRD may offer incentives to individual volunteers and/or organizational/partner volunteers.
  - i. Individual Volunteers. MACRD may offer incentives commensurate with the program in which a volunteer provides services. These incentives may include, but are not limited to, registration fee account credit, punch card credit, or other incentives deemed appropriate by the executive director or their designee.
  - ii. Organizational/Partner Volunteers. Depending on the event or program, the MACRD may offer incentives commensurate with the volunteer services provided by the organization/partner. These incentives may include, but are not limited to, a percentage of event revenues exceeding expenses, discounts, or other incentives deemed appropriate by the executive director or their designee).

## **Section 7. Assumption of Risk; Waiver**

Prior to commencing any volunteer service, volunteers must sign a Volunteer Release Agreement which includes a release and waiver. Volunteers may be asked to sign additional documents and releases depending on the volunteer services to be performed.

## **Section 8. Responsibilities**

The executive director (or his or her designee) is responsible for administering this policy.