



Borough of Lincoln Park

Parks & Recreation

Volunteer Policy

Volunteer Policy

An applicant under the age of 16 yrs old shall have successfully completed at least 40 hours of volunteer service with the Recreation Department before becoming eligible for a summer staff position.

The 40 hours of service may be in the following areas:

- summer camp counselor in-training
- lake support staff
- kids night out counselor
- other assistance with Recreation Department as approved by the Recreation Superintendent

Volunteer will be under the supervision of the Recreation Superintendent, Lake Director, Camp Director or their designee.

Definition

A volunteer is a person who offers his/her services and who neither receives nor has been promised compensation of any type for said services. The Borough has no obligation to the volunteer.

Application Process

All volunteers will be required to fill out an application to be considered an official Borough volunteer. The application should be turned in to the designated department supervisor. All applications will be kept on file by the respective department.

Waiver

All volunteers will be required to sign the Volunteer Waiver of Liability and Release Form in order to be eligible for a volunteer position with the Borough.

Screening Policy

In order to ensure the safety of the public and reduce the risk for losses, all volunteer positions are subject to a basic screening process and reference check. Persons under the age of 18 years shall provide two adult, non-relative references for consideration by the Town. Appropriate references may include teachers, neighbors, previous or current employers. All applicants must be at least 14 years of age.

Training

Volunteer training shall be coordinated by the Recreation Superintendent to include: duties to be performed, customer service, safety, risks involved in volunteer duties, ways to minimize risk or injury, record keeping, Borough policies and procedures, ethics, and any required specialized skills.

Evaluation

Volunteers will be evaluated at the end of the designated volunteer period. The evaluation will

be discussed with the volunteer and kept in a volunteer file with the volunteer's application.