

# Woodland Dunes Nature Center

## Volunteer Policy



Volunteer staff are a valuable asset, and the thousands of hours of work done by volunteers each year is incredibly important to our mission. In order for our staff to work effectively with volunteers, we have established this volunteer policy ( may be revised as needed). Volunteer work at Woodland Dunes is an at-will agreement between the volunteer and the organization and can be terminated at any time by either party.

- Volunteers work under the direction and supervision of Woodland Dunes professional staff.
- Volunteers who work with children (and others at the discretion of staff) must consent to a criminal background check. Background checks will be conducted by a contractor engaged by Woodland Dunes.

### **Volunteer Rights:**

- to be treated courteously by our staff and to be thanked for their help
- to expect a safe working environment
- to expect training as needed to perform the tasks they are assigned
- to have their concerns heard and considered by staff

### **Woodland Dunes Expectations:**

#### **Relationship Building**

- Our volunteers are many times the first person the public interacts with when visiting. Your impression is critical to the experience they have while here. A helpful and cheerful attitude is everything. You cannot possibly have all the answers to every question asked, so when in doubt, please contact a staff member on site.

#### **Behavior**

- Volunteers will represent Woodland Dunes in an appropriate manner with staff, visitors, and their fellow volunteers. Volunteers should dress according to their intended work. Minors must wear clothes that are acceptable to their school dress code. Harassment by a volunteer of any visitor, volunteer, or employee because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, or arrest or conviction status will result in immediate dismissal. Sexual harassment will result in immediate dismissal. Inappropriate language or lewd, lascivious, or violent behavior will be considered grounds for termination.
- Failure to cooperate with the direction given by supervisory staff will be considered grounds for termination.
- Training by either a staff member or another volunteer is required. For the Environmental Education Program, training will be conducted by an education staff member.
- Land management volunteers should work in groups whenever possible. Volunteers must employ the safest possible practices when working. Power equipment must be used safely per manufacturer's recommendations. Volunteers are also encouraged to carry cellphones with them in case of emergency.

**Drug and Alcohol Abuse** Policy strictly prohibits the use, sale, manufacture, transfer or possession of drugs or alcohol on our premises (outside of our sanctioned events) and strictly prohibits any volunteer from working under the influence of drugs or alcohol. Any volunteer found in violation of this policy will be immediately dismissed. Smoking and Vaping are prohibited on Woodland Dunes property.

**Schedule**

No minimum hours of service are required for our volunteers (excluding deer hunters); however, volunteers are asked to schedule their work hours in advance. This ensures availability of work upon arrival and allows staff to plan accordingly and efficiently. Volunteers are expected to arrive on time. Volunteers who must be absent or late are asked to notify Woodland Dunes prior to their scheduled work session. Chronic absenteeism or tardiness by volunteers will result in removal from the program.

**If volunteers become aware of situations which may be unsafe or inappropriate to the well-being of visitors, other volunteers, or staff, they are required to report those situations as soon as possible to a staff member.**

I have read the policy above, and agree to adhere to it while acting as a Woodland Dunes volunteer.

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Name

Date

Parent or guardian signature if under 18 years of age

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Date