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# Teller County Division of Parks

## **Volunteer Policies**

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*Policies, Procedures and Opportunities*



## MISSION STATEMENT

***To sustain and enhance the quality of life of Teller County citizens, preserving the integrity of the environment and the quality of experience of visitors through recommendations for strategic acquisition, appropriate development and effective management of parks, trails and open space.***

## WHY DO WE NEED VOLUNTEERS?

***There is a natural and wonderful symbiotic relationship between volunteers and parks. For those who are generous with their time, talents and labor, working in parks, on trails and in open space can be both physically and emotionally rewarding.***

***Funding for parks, trails and open space is always an acquisition challenge. In order to sustain, create and enhance our county parks, trails and open space, we need the energy, vitality and support of a strong volunteer community.***

***The indispensable work of volunteers provides in-kind services that can turn into support for funding from grant-makers. But most importantly, volunteers become ambassadors to the community. Together we can build and sustain a quality county system of parks, trails and open space to be enjoyed for generations to come.***

These policies have been developed to enhance volunteer experiences and to provide a clear and consistent direction for these experiences. In an effort to provide the most beneficial experience for both the volunteer and the entity they serve the following has been taken into consideration:

- ❑ To ensure a safe environment in which volunteer activities can take place.
- ❑ To provide scheduled events for volunteer opportunities.
- ❑ To provide knowledgeable leadership.
- ❑ To provide clear and concise policies and protocol for volunteer activities on county owned and managed properties.

Appropriate levels of service for each participating group or individual determine volunteer categories.

**Categories I through VIII**

**Basic Policies for all Categories**

**Policies by Categories**

**General Release and Indemnity Form**

**Park Site Projects**

**Calendar 2005**

**Volunteer Application Form**

**Volunteer Hours Report Form**



## **CATEGORY VIII: ComCor**

### ComCor

Individuals needing to provide legal restitution through community service will be provided several office or facilities related work projects to complete their court-ordered service time. These individuals will be provided a work schedule, policy directives and contract to optimize their requirements and to fill the Parks Division needs. These policies and contract will provide clear expectations for on the job attendance, behavior and management.

## BASIC POLICIES FOR ALL CATEGORIES

All groups or individuals working on projects under the jurisdiction of the Teller County Division of Parks are asked to proceed under the following guidelines:

- ❑ All projects will be pre-approved by the Teller County Division of Parks.
- ❑ Volunteers wishing to provide service and support to the Teller County Division of Parks will be treated with respect and consideration and without regard to race, religion, color, sex or sexual orientation, age, national origin, political affiliation or disability.
- ❑ Projects will be based on the guidelines set forth in the Teller County Master Plan for Parks, Trails and Open Space.
- ❑ The Teller County Division of Parks will provide an annual calendar of scheduled events, which can be enhanced by pre-approved suggested activities from participating boards and groups.
- ❑ All projects will be scheduled and, when necessary, insurance coverage will be provided through Teller County.
- ❑ Funding and funding sources or responsibilities for all projects will be determined prior to the initiation of a project.
- ❑ Each project will have a time-line, a roster of duties and responsibilities and a final reporting strategy before initiation of project.
- ❑ Projects that will add physical changes or additions to a property and/or facility must provide a long range maintenance plan that includes funding and responsibility for upkeep.
- ❑ In the event of inclement weather, projects will be rescheduled at the mutual convenience of the Teller County Division of Parks and the volunteering agency or individual.

## **POLICIES BY CATEGORY**

### **CATEGORY I: COUNTY AND CITY APPOINTED BOARDS**

The Teller County Division of Parks will provide an annual calendar of events to these groups for their participation determination and for them to enhance the calendar with activities and volunteer potential not listed on the calendar. The Teller County Division of Parks will work with these groups and/or entities to provide volunteer direction.

### **CATEGORY II: PRIVATE, NON-PROFIT AND/OR 501(c)(3) GROUPS**

These groups can suggest additional events or activities which will be approved based upon criteria set forth in the Teller County Master Plan for Parks, Trails and Open Space, the annual budget of the Teller County Division of Parks and/or the ability of the organization to provide funding for the approved project.

### **CATEGORY III: SERVICE LEARNING**

These groups are self-regulated by school or group policies and procedures. Their interfaces with the Teller County Division of Parks will be education-directed for schools and merit badge or Eagle Scout Project directed for scouting groups. Groups such as P.A.L. will be provided with opportunities for civic or educational enhancements for their participants.

Eagle Scout projects will be suggested annually and can be amended with pre-approved suggestions from individual scouts and their mentors.

Any project, which does not include existing parks budget funding, must be presented as a request with at least some funding and/or match outlines and guaranteed before initiation of any project.

### **CATEGORY IV: SERVICE CLUBS**

These groups will lend support to the Teller County Division of Parks on a project specific basis. Support can be in the form of volunteer activity and/or monetary donation for a specific project. A representative of the Teller County Division of Parks will solicit participation at scheduled meetings of these groups and organizations. These groups will be offered the opportunity to "adopt-a-project" as an on-going function of the group.

## **CATEGORY V: UNAFFILIATED**

Opportunities may be provided to individuals looking to serve their communities through work on individual parks, trails and/or open space project. This may be the work of an individual, family or group that does not fall into any of the aforementioned categories. Any project or workday activity provided for in this category will be pre-approved and scheduled by the Teller County Division of Parks.

If the Teller County Division of Parks has no projects appropriate to requests, the Teller County Division of Parks will direct these requests to other entities that may benefit from this type of assistance.

## **CATEGORY VI: GRASSROOTS START-UP GROUPS**

These newly forming groups whose ultimate mission will in some manner impact the Teller County Division of Parks may look to this division for assistance in setting up their organization. Staff may be provided to assist in the initial formation of a group by providing requested direction and some staff support.

## **CATEGORY VII: TELLER COUNTY EMPLOYEE SERVICE TO THE COMMUNITY**

## **CATEGORY VIII: ComCor**

Community Service options provided through the Teller County Division of Parks are designed to enable individuals who are court-ordered to provide service to their community as legal restitution. The Teller County Division of Parks will provide a range of opportunities for these individuals listed by activity and anticipated time for completion of each task.

In order to guarantee uninterrupted service from the Teller County Division of Parks and to insure an efficient process for these individuals which does not encumber the duties of staff, the following procedures will be enforced:

- ❑ All individuals seeking to so community service through the Teller County Division of Parks will be directed to this division through the Teller County ComCor office.
- ❑ The Volunteer Coordinator will interview these individuals and with staff input, will assign appropriate duties and schedule.
- ❑ Each ComCor worker will sign a contract before beginning community service through the Teller County Division of Parks.
- ❑ Breach of said contract will effectively end that individual's relationship with the Teller County Division of Parks.

**General Release and Indemnity**

Participant does hereby release, indemnify and hold harmless the County of Teller, the Teller County Division of Parks and all of their employees, officers, agents and representatives, from and against any and all claims for personal injuries, or property damages, losses, liability, legal actions, damages, costs, and/or other expenses, arising from or in any way connected with activity at any Teller County owned or managed property.

I further agree to defend, indemnify and hold the parties released harmless from any and all liability to me, any child of mine, or successors and assigns for matters asserted or brought against the parties released by me, any child of mine or successors.

Participant: \_\_\_\_\_

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Applicant or Parent Signature (if applicant is a minor):

\_\_\_\_\_

Date: \_\_\_\_\_



Teller County Division of Parks

# Volunteer Opportunities

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Enjoy your parks. The benefits are endless.

## Calendar of Volunteer Events 2005

### January 2005

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### February 2005

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### March 2005

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### April 2005

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### May 2005

### June 2005

- 4<sup>th</sup> : National Trails Day, 9<sup>th</sup> Annual Great Divide Kite Flight, Hayden Divide Community Park

### July 2005

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### August 2005

- 3<sup>rd</sup> through 7<sup>th</sup>: Teller County Fair

### November 2005

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### December 2005

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For information on how you can participate in any of these activities, or if you have some ideas for projects that your or your organization would like to initiate, please contact the Teller County Division of Parks.

P.O. Box 959  
112 N. A Street  
Cripple Creek, CO 80813

Kevin Tanski, Parks Coordinator  
719.686.7955  
e-mail: [tanskik@co.teller.co.us](mailto:tanskik@co.teller.co.us)

or

Tami Schirack, Administrative Assistant  
719.686.7909  
e-mail: [schirackt@co.teller.co.us](mailto:schirackt@co.teller.co.us)

**Teller County Division of Parks  
APPLICATION FOR VOLUNTEER SERVICE**

Please return this application to:  
P.O. Box 959  
Cripple Creek, CO 80813  
Or Fax to:  
719.686.7900    Attn: Parks Division



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ When to call: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you over 21?    Yes    No

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**Work Experience (Include Military Service)**

**1. LAST OR PRESENT POSITION**

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Title or position: \_\_\_\_\_ Duties: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Title: \_\_\_\_\_

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**VOLUNTEER EXPERIENCE:**

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Duties and services performed: \_\_\_\_\_

Time of involvement:            From \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Duties and services performed: \_\_\_\_\_

Time of involvement:            From \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Duties and services performed: \_\_\_\_\_

Time of involvement:            From \_\_\_\_\_ to \_\_\_\_\_

**INTERESTS** (Please list and describe any interests, skills or hobbies you feel would be useful for the Teller County Division of Parks to know when providing you with volunteer opportunities.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**PERSONAL**

May we check with other listed organizations for references?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please list dates and types of violations: \_\_\_\_\_

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**EDUCATION**

	School	Address	Degree
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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**Time Available** (please check all that apply)

Weekdays: \_\_\_ Days \_\_\_ Evenings

Weekends: \_\_\_ Days \_\_\_ Evenings

Preferred Schedule: \_\_\_\_\_

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**Location preferences:**

- \_\_\_ Woodland Park \_\_\_ Divide \_\_\_ Florissant  
\_\_\_ Cripple Creek \_\_\_ Victor \_\_\_ Fourmile  
\_\_\_ Catamount