**Volunteers in Parks (VIP) Program**

1. Team managers are encouraged to incorporate volunteer utilization into their operations whenever possible in order to maximize staff capacity, keep operating costs low, offer new recreation opportunities and to offer opportunities for citizens to become engaged.

2. Some types of volunteer jobs include:
   a. Citizen Advisory Committees
   b. Recreation program volunteers (assisting in recreation programs, such as staffing special events, providing services in youth development programs, teaching classes in senior recreation programs, etc.)
   c. Maintenance volunteers (assisting in the maintenance of parks as members of “Friends of…” organizations), volunteers assisting in the maintenance of trails and river access points and volunteers who participate in park beautification projects
   d. Park Watch volunteers (frequent park visitors who agree to watch for and report unsafe conditions or illegal activity)

3. All volunteers are covered by Spartanburg County with negligence liability insurance upon completion of a VIP application packet.

4. Volunteers can make a vital contribution to the overall operation of the SCPD and volunteering can provide great personal satisfaction and meaning to volunteers.

5. Volunteer opportunities will be advertised on www.spartanburgparks.org and in other vehicles, as determined by the team manager, in consultation with the Marketing Manager. Volunteers will be encouraged to apply for service online, using a standard form.

**Procedures for Utilizing Volunteers**

1. Because of their importance and because of the work in which they may be involved, volunteers must meet the same standards as employees for safety and appearance.

2. The normal age for volunteers is 18 years of age or older. However, team managers may accept volunteers as young as 16 years of age, provided that the volunteers work in an environment—such as playground programs or litter removal programs—where they receive close supervision by SCPD employee. In order to use volunteers, team managers and/or designated staff members will:
   a. Develop a list of volunteer job responsibilities, outlining the expected duties, physical demands, time of operation, etc.
b. Ask each prospective volunteer to fill out a volunteer application which lists the
name, type of job preferred, experience, time availability and contact information.

c. For those volunteer jobs which will require direct interaction with children,
request a background check of the prospective volunteer, in accordance with
procedures covered in this chapter.

d. Provide an orientation, introductory training and ongoing training to help the
volunteer to do his or her job successfully. At a minimum, the training should
consist of:

   i. A review of the volunteer job responsibilities
   ii. A review of safety procedures
   iii. A review of the Spartanburg County Code of Ethics
   iv. A review of the Volunteer Liability form
   v. Obtaining signatures on the Volunteer Liability and on the form
      acknowledging the training has been received.

e. Provide supervision, as needed, to the volunteer. Assure that sound guidance and
direction are available to volunteers by experienced and understanding SCPD
personnel.

f. Record the volunteer hours contributed and report the hours on the monthly SCPD
statistical report.

g. Monitor the performance of the volunteer and release the volunteer from service if
the volunteer is negatively impacting the program for which he or she
volunteered.

h. Ensure the volunteers are treated with respect. Encourage volunteers to make
suggestions and share ideas. Make them feel they are part of the team.

i. Thank the volunteer for his/her service and mail a certificate of recognition to the
individual volunteer or organizing group.