

City of
PIQUA

Volunteer Handbook

Introduction

There is nothing more important and rewarding than finding a way to devote your time and passion to giving back to your community and helping your friends and neighbors. The Piqua community and the Piqua Parks and Recreation Department sincerely thank you for your volunteer efforts and contributions to our success. Without your continued assistance, our achievements would be limited, and our Parks and Recreation Department would not reach its full potential.

Volunteer opportunities vary in focus and level of commitment. While some volunteers may commit to a regular or more frequent schedule, others may help out once or twice for a specific project. No matter how you choose to volunteer or the number of hours you commit, your time, effort, and dedication are greatly appreciated!

Our Mission

The mission of the Piqua Parks and Recreation Department is to enhance the quality of life in Piqua by providing positive opportunities for leisure and by being stewards of parklands, facilities, public trees, and other resources entrusted to our care.

Volunteer Opportunities

There are numerous volunteer opportunities within the Piqua Parks and Recreation Department, including:

- **Instruction:** Lead or assist with the instruction of a recreational activity or class.
- **Community Events:** Assist with setup and breakdown, ticketing, work a booth, security and first aid, photography, or aid one of our community partners.
- **Park Maintenance:** Perform tasks such as litter sweeps, landscape bed maintenance, playground mulch installation, painting, light construction, trail development, tree planting, and invasive species removal.
- **Special Projects:** Share your unique talents with us. These projects may include research, photography, creating artwork, or other specialized contributions.
- **Echo Hills Golf Club:** Volunteer as a golf starter or ranger. Golf starters and rangers are an essential role in ensuring a positive and enjoyable experience for golfers at the golf course.

If none of the listed opportunities fit your needs, or if you're unsure how you can contribute, feel free to reach out to parks staff. They will be happy to work with you to find the perfect opportunity.

Get Started

To volunteer with the City of Piqua, interested individuals must complete a volunteer application. Applications can be filled out online at <https://piquaoh.myrec.com/>. Paper applications can also be found at the Recreation office in City Hall. Please fill out all required fields and select the positions of interest and your shift availability. Staff will review your application and contact you to discuss it further.

In some cases, volunteers may be interviewed to determine their suitability for a position. The interview will assess qualifications, commitment to fulfilling the requirements, and provide an opportunity to answer any questions about the role.

No volunteer may begin their duties until they have been formally accepted for a position and completed all necessary screening and paperwork.

Background Checks

All volunteers in positions of trust will be subject to a criminal background check. Positions of trust include those involving youth, the elderly, or other vulnerable populations, as well as roles with access to confidential information, money, or valuable items. Background checks will be coordinated by the City of Piqua Human Resources Department.

Volunteer Purpose and Responsibilities

Volunteers assist full- and part-time staff in facility operations and/or in implementing park programs and special events. Responsibilities include:

- Assisting youth participants in achieving specific goals and becoming as independent as possible.
 - Interacting with customers and participants positively and enthusiastically.
 - Helping program leaders maintain a safe environment for participants.
 - Offering suggestions and feedback for improving current programs or developing new ones.
 - Adhering to all applicable City of Piqua policies and procedures outlined in this manual.
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Staff Responsibilities

City staff will:

- Treat all volunteers with dignity and respect as part of the team.
 - Provide needed supplies, equipment, and required safety gear (within reason).
 - Clearly explain job duties to volunteers.
 - Provide necessary training, including safety procedures.
 - Serve as a resource for volunteers.
 - Offer appropriate recognition for volunteer contributions.
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Equipment

The City of Piqua will strive to provide all necessary tools and equipment within reason. Volunteers may use personal tools or equipment with prior approval from a Parks Department supervisor. Personal tools are used at the volunteer's own expense, and the City is not responsible for repairing or replacing lost or damaged items.

Dress Code

Volunteers represent the City of Piqua, and their appearance reflects on the city. Volunteers should maintain a neat, well-groomed appearance to present a positive image. Volunteers must dress appropriately for the conditions and tasks they perform. Some positions may require uniforms, safety vests, or personal protective equipment.

Confidentiality

Volunteers must maintain the confidentiality of all sensitive information, materials, and records they encounter during their service. Confidential information includes, but is not limited to, personnel records, financial data, and privileged communications.

Harassment/Hostile Work Environment

The City of Piqua promotes a productive work environment and does not tolerate harassment, disruption, or interference with others' work.

Harassment based on characteristics such as sex, race, religion, national origin, age, disability, marital status, sexual orientation, military status, or other protected categories is strictly prohibited.

Age of Volunteers

The minimum age for volunteers varies depending on the location, duties, and level of supervision required. The volunteer coordinator at each site will determine the appropriate minimum age.

Drug and Alcohol Policy

The City of Piqua is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on city property is strictly prohibited. Volunteers must comply with the city's Drug-Free Workplace Policy and must not consume, possess, or be under the influence of alcohol while volunteering.

Smoking and Nicotine Use

The City of Piqua complies with all laws regarding smoking, tobacco, and nicotine use in the workplace. Smoking and using tobacco or nicotine products, including smokeless tobacco, e-cigarettes, and vapes, is prohibited in all city facilities and vehicles. Use of such products is allowed only in designated smoking areas outside the facility and away from public entrances.

Volunteer Resignation/Dismissal

If a volunteer needs to resign, they should notify a Parks Department supervisor as soon as possible in writing. The City of Piqua may end a volunteer opportunity at any time, with or without cause or notice. There is no appeal process for dismissed volunteers, and dismissed individuals may be ineligible for future opportunities. Upon resignation or dismissal, all city-issued equipment, tools, and uniforms must be returned.

Gifts and Gratuities

Volunteers may not solicit or accept gifts, fees, or rewards connected to their duties, except for items of nominal value (e.g., pens, calendars). Any received items must be turned over to a Parks Department supervisor.

Injury and Incident Reporting

All injuries or incidents involving park visitors or volunteers must be promptly documented using the appropriate forms, available from Parks and Recreation employees. Completed forms should be submitted to a Parks Department supervisor. Volunteers may be subject to post-incident drug or alcohol testing.

Insurance and Liability

Volunteers are covered by the city's general liability policy while acting within the scope of their duties. Personal automobile insurance applies if a volunteer uses their own vehicle for volunteer responsibilities.

Volunteer Recognition

While volunteers do not seek rewards, the City of Piqua recognizes their hard work and dedication through various means, including social media posts, newsletters, recognition events, and more.

Equal Volunteer Opportunity

The Piqua Parks and Recreation Department is an Equal Opportunity Employer and adheres to all state and federal laws regarding non-discrimination. Volunteer assignments are made without regard to race, color, sex, religion, national origin, age, disability, or veteran status.