



## **Volunteer Policy**

### **Purpose**

The purpose of this policy is to provide guidelines and procedures to enable the Pajarito Environmental Education Center (PEEC) to use the talents, abilities and expertise of volunteers.

This policy does not apply to:

- Volunteer members of the PEEC Board of Directors who are governed by the Constitution and By-laws of PEEC.
- Groups, organizations, or entities under contract or service agreement with PEEC.

### **Responsibilities and Tasks**

#### **PEEC:**

- endeavors to give volunteers meaningful responsibilities, effective supervision, adequate training, a safe environment and appropriate recognition.
- provides general liability insurance for its volunteers who have a signed and dated Volunteer Agreement and an acceptable background check. This liability insurance covers the volunteer each time the volunteer is acting on behalf of PEEC in the conduct of business.
- shall not permit volunteers under the age of 18 to provide volunteer services under any of the following circumstances: hazardous activities, including use of power tools; exposed electrical equipment; toxic, hazardous or explosive materials; or under any circumstance that may otherwise endanger the health or safety of children.

### **Volunteer Coordinator**

- assists volunteers in finding suitable assignments with consideration for their personal abilities and experience and PEEC's needs.
- ensures that PEEC records include a signed and dated Volunteer Agreement, Confidentiality Agreement, and signed Code of Conduct. PEEC's Animal Care Policy is to be signed and included in the records of volunteers working with PEEC's animals.
- provides a copy of the Volunteer Policy to each volunteer.
- reports any volunteer injuries or accidents to the Executive Director within 12 hours of the volunteer injury or accident.

### **Volunteer (or Parent/Guardian of Volunteer under the age of 18)**

- understands the requirements and accepts the risks of the volunteer activity.
- acts reasonably to protect and provide for their own safety and the safety of others.
- provides personal protection equipment (gloves, helmets, appropriate footwear and clothing, safety glasses, etc.) unless provided by PEEC.
- understands that recognition in our annual report results only from reported volunteer hours and activities