

Subject:  
**Volunteer Workers**

Number: 13-06  
Original Issue: 6/25/2002  
Revision: 8/26/08

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**Policy:**

The activities that volunteers participate in range from simple weed removal to construction projects. While VPD welcomes community involvement, volunteer activities must not cause unacceptable liabilities or disrupt scheduled park maintenance or unreasonably prevent others from using a park.

All volunteer activities must be approved in advance. However, not every proposed activity may be approved. Volunteers will not be allowed to conduct any dangerous activities or assume responsibilities that might put VPD at risk. Potentially hazardous activities, such as using power tools, will require that the volunteers(s) sign a liability waiver.

The requirements for approving volunteer work depend on the complexity of the activity. Any proposed activity that involves power tools or equipment, new construction or modifications to an existing structure must have a written description submitted well in advance for review and approval, and will generally require the presence of a VPD employee or responsible supervisor.

Volunteer activities that involve only hand tools and no new construction or modification to existing structures may be approved orally but must be scheduled in advance. However, there may be aspects of the proposed work, such as working at height that will require a liability waiver.

Volunteers may not always require supervision; this depends on the nature of the proposed work. However, power tools or equipment can be used only if a responsible supervisor or VPD staff member is present, i.e., within sight or hearing, and all volunteers under the age of 18 must have at least one adult supervisor, usually provided by the organization sponsoring the volunteers. No volunteer under age 18 shall use power tools or equipment.

All volunteer hours must be documented with name, date, and nature of task and provided to District administration no later than 2 weeks after work is completed. All documented work done by volunteers is insured under the Department of Labor and Industries.

As required in RCW 43.43.830-839, all persons potentially coming into unsupervised contact with children or the handicapped will be subject to a background check for history of abuse and/or sexual deviant behavior or other crimes of violence. RCW 43.43.830(13) defines "unsupervised" as:

- (13) "Unsupervised" means not in the presence of:
  - (a) Another employee or volunteer from the same business or organization as the applicant; or
  - (b) Any relative or guardian of any of the children or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

**Applicability:**

This policy applies to all volunteers of Vashon Park District.