

Pickaway County Park District Volunteer Handbook 2.0



Dear Volunteer,

Welcome to the Pickaway County Park District Volunteer Team!

Thank you for joining with other community members who give their time, talents, and energy to our organization. Volunteer service is a meaningful way to enrich our community and the lives of volunteers. We know volunteer opportunities are plentiful and we are grateful that you have chosen to volunteer with Pickaway County Park District.

This handbook covers the basic things that you will need to know to get started. Our volunteer policies and guidelines are included. We hope this handbook will help you feel comfortable with, and informed about, our Park District and the volunteer program.

We want your service to be fun and meaningful. Our staff and volunteers work as a team and the successes of our parks and our volunteers are deeply connected. Volunteers support the Park District in a variety of ways and add new dimension, personality, and depth to our programs and allow us to provide many services to our community that would not take place without their help.

Thank you for giving the Pickaway County Park District your most important commodity – your time! Your enjoyment and personal enrichment are important to us, so please let us know if there is anything, we can do to make your volunteer experience more fulfilling.

We look forward to working with you and we appreciate your contributions to the Pickaway County Park District!

With gratitude,

The Pickaway County Park District

Pickaway County Park District Volunteer Handbook 2.0



Purpose of the Handbook

This handbook was prepared to give you essential information about the policies and procedures that have been developed to best serve the public and to protect the park district and our volunteers. This handbook also outlines the requirements and expectations of volunteering for Pickaway County Park District (PCPD). Basic safety guidelines will be covered as well. Included are policies regarding the volunteer schedule and tracking of hours of service.

PCPD reserves the right to modify the policies and procedures listed in this handbook without prior notification. Each new edition will replace the previous policies and procedures.

Please thoroughly read this handbook and keep it for future reference. Contact the Volunteer Coordinator if you have questions about the content of this handbook.

We also encourage you to be familiar with PCPD Rules and Regulations, which are available at our website, Pickawaycountyparks.org. You may request a printed copy from the Volunteer Coordinator. It is helpful to understand these rules when you are out in the parks interacting with visitors.

About Pickaway County Park District

Pickaway County Park District History

2002 – Pursuant to Ohio Revised Code 1545, the Pickaway County Park District was formed by the probate Judge Jan Long with the goal of preserving green space, developing recreational activities and promoting healthy lifestyles.

2006 - the Park District enters into a 15-year agreement with ODNR to lease all the non-leased canal lands owned by the State in Pickaway County.

2008 – the park district enters into a lease agreement with the Washington Twp. Trustees to assist with the management of Martha Hitler Park and provide financial assistance for the construction of a paved parking lot at this park.

2009 – The Park District utilizes matching funds from the Pickaway County Community Foundation and the Pickaway County Commissioners to purchase the first two miles of the Pickaway Trail, the abandoned Penn Central railway between Circleville and New Holland.

Pickaway County Park District Volunteer Handbook 2.0



2010 – The Park District enters into an agreement with the Ohio Historical Society to maintain the Logan Elm Historic Park.

2011 – The Park District, with the help of a Clean Ohio Trail Grant from ODNR, purchases the remaining 14 miles of the Pickaway Trail.

2015 – The Park District, in conjunction with the Pickaway County Commissioners, and many local business' and organizations, receive funding from ODNR's Clean Ohio Trail Fund, ODOT's Transportation Alternative Grant Program and an allocation from Ohio's state capital budget to design and construct the Roundtown Trail. This 1.2 mile, paved trail, connecting Ohio Christian University, the Circleville city schools and the Circleville YMCA.

2015 – The Pickaway County Commissioners provide office space and administrative support, and commit \$10,000 annually for the next 5 years, to provide the Park District with the resources to continue operations until a permanent funding mechanism can be established.

2016 – The Pickaway County Historical Society transfers Canal Park and the Towpath Trail to the Pickaway County Park District.

2017 – The Park District passes a ½ mill levy on the November ballot to provide approx., \$600,000 per year, for next 10 years, for Park District operations and allowed the District to hire on full-time staff, leverage state and federal grant funds and begin working on larger projects.

2018 - The Park District purchase 52 acres adjacent to Deer Creek and Ballard Park in Williamsport. This new park, Metzger Preserve, was purchased with Clean Ohio Green Space Grant and Park District matching funds.

2019 - The Park District receives a Clean Ohio Greenspace Grant from OPWC and purchases a 52-acre parcel adjacent to Williamsport's Ballard Park and Deer Creek and begins development of Metzger Preserve. Establish the Indian Rock Trail and the Prairie Loop Trails within the Preserve.

The Park District adds an additional 5 miles of walking trails to Canal Park by entering into a lease agreement with Richards Farms to create the Richards River Trail that parallels the Scioto River and connects to the Towpath Trail.

PCPD constructs a shelter house at the YMCA Trailhead of the Roundtown Trail and paves a parking lot at the OCU Trailhead of the Roundtown Trail.

Install a new entrance sign at Canal Park main entrance.

Pickaway County Park District Volunteer Handbook 2.0



PCPD purchases and installs approximately 40 park benches for the new Pickaway County Fairgrounds campus.

2020 – Pave first 1.5 miles of the Pickaway Trail from Canal Rd. to SR 104 and Calamus Swamp.

Installed Interpretive signage at Canal Park summarizing the history of the Ohio-Erie canal at the site.

Installed 2 Pollinator areas at Canal Park with funds donated from the DuPont Corporation

2021 – Receive an ODNR Paddling Enhancement grant to design and install the first canoe/kayak access into Big Darby Creek at Scioto Darby Rd.

Enter into agreement with Columbus Audubon to perform routine maintenance at their Calamus Swamp site here in Pickaway County adjacent to the Pickaway Trail.

Purchase an additional 1/3 acre adjacent to Canal Park to allow for the expansion and paving of the parking lot at Canal Park and .4 acres along the Pickaway Trail at Sisk Rd. to allow for adequate space to construct the future pedestrian trail.

Utilizing a grant from the Dupont Foundation, the prairie at Mary Virginia Crites Hannah Park mowed, burned, sprayed and re-planted in an effort to eradicate invasives.

Installed interpretive and way finding signage and pollinator plantings at Metzger Preserve.

2022 – Purchase 25 acres of the former Cooks Creek Golf Course from Appalachia Ohio Alliance who purchased the entire 325 acres of the old golf course in early 2022. PCPD purchase includes the clubhouse and maintenance facility plus 25 acres surrounding these buildings.

Expand and pave parking lot at Canal Park main entrance and install new way finding signage at Canal Park and Calamus Swamp.

Enter into agreement with Ohio Division of Wildlife to provide routine maintenance at the Elmon Richards Scioto River boat access area.

Install new tree ID signage at MVCH Park thru a grant from the Dupont Foundation.

2023 – Designed and installed new natural scape playground at Canal Park

Enter into agreement with the Ohio Division of Wildlife to provide routine maintenance at its Mackey Ford, Scioto River Boat access site.

Pickaway County Park District Volunteer Handbook 2.0



Begin work on cleaning and remodeling the former Cooks Creek Clubhouse and maintenance facilities in preparation for moving headquarters there in 2024. Work included major cleanup of grounds and buildings, HVAC repairs and replacements, electrical and fiber optic upgrades, water well testing/improvements, 5 garage door replacements.

Contracted with the Pickaway County Engineer to manage the drinking water and wastewater portions of the former Cooks Creek facility to keep in compliance with Ohio EPA regulations.

Pickaway County Park District Mission and Vision Statement

Our Mission: The mission of the Pickaway County Park District is to create, preserve and manage a system of parks, trails and natural areas for outdoor recreation.

Board of Commissioners

As of January 2024, Board Members are:

Gregory Bigam

Susan Metzger

Cindy Whited

Jeff Phillips

Marie Wilbanks

The Park Board meets monthly on the 4th Tuesday at the Pickaway County Park District Headquarters conference room.

Pickaway County Park District Volunteer Handbook 2.0



Funding

Primary funding for PCPD is provided by a park district levy. In November of 2018 voters approved a levy for the first time. The levy provides a five-tenths (0.5) mill for each one dollar of property valuation for 10 years. The Park District may use grant money and local government funds to fund land acquisition and outdoor recreation projects.

Leadership

The Park District is managed by an Executive Director who works under the direction of the Board of Park Commissioners. The five-member Board of Park Commissioners is comprised of volunteers who are appointed by the Probate Judge to 3-year terms. The board oversees the general operation of the Park District and adopts policies and procedures to direct District operations, but is not involved with operational details, which are the responsibility of the Director and other Park District Staff.

Volunteer Chain of Command

The volunteer program is managed by the Volunteer Coordinator. Any volunteer issues should be directed to the Volunteer Coordinator or to appropriate field staff in the parks. Generally field staff will be supervising volunteer projects or programs.

Current Volunteer Coordinator: Meghan Ellis 740-420-5451, mellis@pickawaycountyohio.gov

Important Numbers for Volunteers

We are providing cell phone numbers for Park District staff to enable you to contact us when necessary. Feel free to call anytime in an emergency. Outside of emergency needs please contact us at the District Office.

Store these numbers in your phone for use during volunteer service:

- District Office: (740) 420-5451
- Arista Hartzler (Director): (740) 497-7225 Cell
- Jamie Lands (Operations Manager): 740-412-1220
- Pickaway County Sheriff Non- Emergency: (740) 474-2176

The public often believes that Park Districts are able to care for injured or orphaned wildlife. This is rarely the case. None of our staff members are adequately trained or licensed to rehabilitate wildlife. If a visitor brings you an animal or reports an animal in need please refer them to one of the following:
Pickaway County Wildlife Officer, Josh Elster: (614) 902-4219
Ohio Wildlife Center: 614-734-9453

Pickaway County Park District Volunteer Handbook 2.0



Volunteer Rights and Responsibilities

As a volunteer, you have the right to:

- Volunteer in a safe and healthy environment.
- Have volunteer decisions, including engagement, assignment, and separation made in accordance with equal opportunity and anti-discrimination laws.
- Request and agree to tasks according to ability, skills, interests, availability, and training.
- Be charged with only as much responsibility as you can handle and that you are comfortable with.
- Participate in volunteer education, field trips, and appreciation events.

As a volunteer, you have the responsibility to:

- Positively represent Pickaway County Park District to county residents and visitors.
- Provide great customer service to visitors.
- Comply with all policies and procedures outlined in this handbook and in our rules and regulations.
- Communicate with the Volunteer Coordinator or appropriate field staff regarding your ability to help with tasks and your comfort level.
- Communicate with the Volunteer Coordinator regarding your schedule and availability. We understand that there are times when commitments cannot be met. Please communicate with us as early as possible when these events occur.
- Refrain from any tobacco use, including e-cigarettes, while volunteering.
- Refrain from consuming alcohol or any illegal substance in our parks at all times.

Volunteer Service

Eligibility

The Park District defines a volunteer as “any person who donates approved service without pay or reimbursement.”

It is the policy of the Pickaway County Park District to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, gender, age, national origin, disability or any other characteristics protected by law. All persons are encouraged to apply for volunteer opportunities.

Pickaway County Park District Volunteer Handbook 2.0



Potential volunteers must complete a volunteer application and waiver and submit it for review. The Volunteer Coordinator will then schedule an interview. After the interview the Volunteer Coordinator will determine the best fit within PCPD for the potential volunteer. All Volunteers are asked to commit a minimum of 5 volunteer hours a year, to track these hours please be sure to sign into every event you attend. If you do not complete this requirement you may not be eligible to participate in volunteer appreciation events.

Park District volunteers must be at least 18 years of age. Minors may, on occasion, volunteer for special service projects provided they are supervised by an appropriate adult. Both the volunteer and the adult must have signed waivers. Examples would be a parent or scout group leader.

Volunteers must complete a background check. This allows for PCPD to meet its responsibilities for visitor safety. The cost associated with your first background check is covered by PCPD. The Volunteer Coordinator will report to the applicant once the background check is complete and when we have received the results. Provided the background check is satisfactory the applicant can then be given information detailing volunteer schedule and record keeping and volunteer service or training may begin. Volunteer background checks may be periodically repeated or at the discretion of PCPD. Volunteers who do not complete a minimum of 5 hours of service each year may be responsible to pay for future Background checks.

Volunteers may choose to end their volunteer service at any time, for any reason. Likewise, PCPD may ask volunteers to stop serving at any time for any reason.

Purchasing

Purchasing is the responsibility of Park District Staff. Volunteers are not expected to make purchases on behalf of the Park District and purchases will not be reimbursed.

Donations

Volunteers are not permitted to accept donations on behalf of the Park District.

In the event an individual wishes to make a non-monetary donation to the Park District they should be referred to a staff member. Donations will be accepted by staff provided the item, or items, are needed and relevant to the Park District's mission. Donations offered by volunteers, and accepted by the Park District, become property of PCPD. Items donated for display or program use may be approved for use by appropriate staff. Items may be lost or damaged during public use. Volunteers should not expect donated items to be replaced or returned at any time.

Pickaway County Park District Volunteer Handbook 2.0



All monetary donations should be directed to a Park District endorsed Fund through the Pickaway County Community Foundation, The Friends of Pickaway Parks and Trails. Please speak to the Volunteer Coordinator for further information.

Disciplinary Procedures

If a volunteer violates PCPD rules or regulations field staff may request a volunteer to temporarily cease volunteer service. The severity of the offense will be reviewed by the Volunteer Coordinator in consultation with the Director and all parties will be advised of any further disciplinary action.

If the policies or rules of the volunteer program are violated by any volunteer the Volunteer Coordinator or relevant field staff will gather all information relevant to the situation. In the case of a minor infraction a verbal warning will usually be satisfactory.

In the event of a serious or repeated violation disciplinary actions may include written warning or dismissal. Any and all documentation relevant to a written warning will be provided by, or reviewed by, the Volunteer Coordinator and Director. Serious violations may result in immediate termination without warning at the discretion of the Volunteer Coordinator in consultation with the Director.

Grievance Procedures

You are invited to share any concerns or suggestions regarding volunteer service to relevant field staff or the Volunteer Coordinator. Most grievances can be handled through discussion. If a mutually agreeable solution cannot be reached, you may submit a grievance, in writing, to the Volunteer Coordinator within 10 days of the discussion.

Pickaway County Park District Volunteer Handbook 2.0



Overview of Volunteer Positions

Administration

Volunteers interested in general office and administrative duties help with data entry, document scanning, filing, and computer work using Microsoft Office. These volunteer opportunities are “as needed” or for special projects.

Citizen Scientist

Projects include inventory and monitoring surveys for birds, butterflies, deer, beaver, amphibians, plants, moths, and aquatic resources. Work may involve hiking off trail and using a variety of scientific equipment to record data and observations. Field identification skills are required, this is an individual led position.

Education Program Assistant

Help our education programmers and staff to sign in program participants, assist with setup and activities, pass out educational materials, assist with crafts and games, and help with clean up. Assist as a “trail sweep” on hikes, bike rides, educational hikes, and so forth.

Education Program Presenter

Lead various education programs throughout the year depending on your specific knowledge and skills. Specific knowledge or skills are required.

Natural Resources/Operations

Assist park staff with litter control efforts, landscaping, maintaining and clearing trail and invasive species control.

Trail Patrol

Walk the trails picking up trash, note suggestions for improvements

Special Events and Marketing

Provide information to visitors at public events, assist with crafts, games, and activities at special events (e.g. Pickaway County Fair, Pumpkin Show, Etc.,). You may also assist the District at community events to help promote the Park District, parks, trails and events.

Pickaway County Park District Volunteer Handbook 2.0



A quality volunteer program should always make the most of the skills and talents volunteers bring to the table. This may mean that volunteers work directly with staff, directly with other volunteers, or independently on a broad range of projects. Volunteers may suggest projects to appropriate field staff. Any project undertaken in a Park District property or for Park District use must be approved by the Volunteer Coordinator. Any item procured or created for use in the Park District must be approved by the Volunteer Coordinator or appropriate field staff. This includes props for program use and items for display in any Park District property or facility.

Pickaway County Park District Volunteer Handbook 2.0



Volunteer Guidelines

Attendance, Punctuality, and Dependability

In order to ensure that Park District programs and services run smoothly, it is important that volunteers arrive on time to any scheduled shifts. Volunteers are responsible for signing into every volunteer event or turning in records of your volunteer hours for service recognition.

The Park District understands that unexpected events or illnesses may come up that conflict with your volunteer assignment. If a situation arises that will cause you to be late or miss an assignment, please contact the volunteer coordinator by email or phone so that we can make alternate plans. Continual absenteeism will result in a review of the volunteer's work assignment or term of service.

Proper Dress and Appearance

There are many different volunteer opportunities available through the Park District. The Park District asks that while you volunteer, you follow the dress and appearance guidelines given for each specific opportunity. This may include the requirement to wear a Park District-issued shirt or badge or other clothing or items to protect volunteers from certain elements and environments. Please do not wear these items outside of volunteer events.

In general, all volunteers should remember that they are a representative of the Park District. Using common sense regarding the activity that you are about to participate in (for example, closed-toed shoes are best in most cases) and the people that you are about to interact with will usually steer you in the right direction. Volunteer's appearances should be clean and not include any references to alcohol, drugs, etc. If you have any doubt as to whether or not your attire is appropriate, please contact the volunteer coordinator.

Communication with the Park District

Park District staff will communicate with volunteers through email and phone. Please be sure to notify the Park District if your e-mail address or phone number changes so that we can reach you if needed. Volunteers will be invited via e-mail to participate in an annual survey to give the Park District feedback and suggestions on how to best improve their volunteer experience. However, the Park District welcomes feedback about your volunteer experience at any time.

You can keep up to date on all events and news with the following:

- www.PickawayCountyParks.org offers trail updates and all upcoming programs
- A monthly volunteer e-blast will be sent to the email you provide

Pickaway County Park District Volunteer Handbook 2.0



- Follow us on Social Media!
 - Facebook.com/PickawayParks
 - Twitter.com/PickawayParks
 - Instagram.com/PickawayParks
- When in doubt, please don't hesitate to call the Volunteer Coordinator.

Safety

Use of Supplies, Equipment, and Vehicles

When volunteering, the Pickaway County Park District will provide all necessary supplies, and equipment needed, for some maintenance jobs the District will request you bring your own supplies. Resources from the District are for Park District-related use only are not to be used for personal business. In some cases, volunteers may be assigned supplies or equipment. These supplies are only to be used for Park District programs and should be returned at the end of the volunteer program.

Incidents & Accidents

In the event a participant or visitor is injured or is affected by an illness during a program or on park district property, volunteers may provide first aid consistent with their comfort level and training. Park District staff are trained in First Aid and should be called upon for assistance in addressing and documenting the situation. When a volunteer is without staff assistance, 911 should be contacted immediately in the following situations:

- The injury or illness requires care greater than you are able to provide.
- You feel uncomfortable with the situation or the situation is unsafe. If any doubt exists, it is recommended to err on the side of caution and contact local emergency assistance.
- A head injury has occurred. Many people suffering from head injuries are not capable of making sound decisions regarding their own medical treatment.
- If the person is unable to drive themselves and a relative or friend cannot be reached.

Under no circumstances should Park District Volunteers transport participants or visitors to a medical facility, to their home, or any other location.

Anytime that 911 is called for a medical emergency, an appropriate staff member must be contacted as soon as the situation has been stabilized.

Law Enforcement

As PCPD does not currently have a ranger staff we rely on the Pickaway County Sheriff's Office when we need law enforcement support. This is a rare need and we certainly hope that you will not experience

Pickaway County Park District Volunteer Handbook 2.0



this type of situation. If you feel the need for law enforcement support in a non-emergency situation you may call the Sheriff's Office at (740) 474-2176. In an emergency call 911. If you contact law enforcement for any reason, please follow up with a call to the Volunteer Coordinator or appropriate field staff.

Examples of when to contact the Sheriff include:

- Escalating conflicts between visitors where violence is threatened, or visitors may be in danger.
- Illegal activity.
- You or another volunteer have a negative interaction with a visitor that escalates to the point that someone feels threatened.
- You feel that a staff person may be involved in a threatening situation.
- You find a child in the park alone or you have reason to suspect child abuse or neglect.

Please do not put yourself in any situation which you are not comfortable with or that you feel may put you in danger. Park District rules and regulations are posted in park kiosks and on the Park District website. It is OK to let visitors know about park district rules and regulations. This can often be approached as an educational opportunity and most visitors will comply. You may educate visitors about the rules but enforcement is not your responsibility. If a visitor will not comply with your request disengage and walk away. Let a staff person know about the incident and stay safe.

Volunteer Safety

PCPD is committed to conducting programs and activities in a safe manner. The park district continually strives to reduce risks and asks that all volunteers follow safety rules and instructions. We hope that all volunteers will share any safety concerns or hazards that they notice in the parks, so that they may be addressed. PCPD holds the safety of volunteers in high regard, however, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Emergencies

Emergencies don't happen often, but when they do, it is important to act calmly, quickly, and properly. If you have questions or concerns, please do not hesitate to reach out to the District Staff for specific instructions or clarifications.

Volunteer Medical Coverage Information

Please recognize that the park district carries only limited medical accident coverage for volunteers. For this reason, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and properly skilled for a volunteer activity.

Pickaway County Park District Volunteer Handbook 2.0



Pickaway County Park District is an intergovernmental membership organization, which provides for risk management needs. Claims arising from the action of park district volunteers while performing their assigned volunteer service may be covered. If a volunteer is injured while performing their volunteer duties the claim should first be processed through any health insurance or Medicare coverage the volunteer may have. In the event of a volunteer injury the Director and the Volunteer Coordinator should be contacted immediately.

Volunteer Interactions with the Public

Give Good Information

Provide only correct information - please do not fake it! It's perfectly acceptable to say, "I don't know, but I'll find out for you." Instead of just referring a participant or customer to a phone number or website, do your best to find out the answer by asking a Park District staff member for assistance or checking the website yourself (if you have access). Don't be afraid to pull out a brochure or flyer and give it to the visitor to take with them for reference.

Be specific. When you are directing a visitor to a location, use terms that are universal (north, south, left, right, etc.) instead of terms that are only known locally ("Pickaway Trail parking lot is just across the road from Canal Park."). Don't assume that a participant or customer is as informed and aware of Park District news and locations as you may be. Ideas that may be clear and easy for you may not be to a visitor.

Be patient. Volunteers will interact with participants and visitors of all walks of life, including some that may have speech or language difficulty. Remain friendly and courteous at all times.

Handling Complaints

Listen to the entire complaint. Don't interrupt. Often, the participant or visitor feels a need to tell you something and will be calmer after having a chance to tell you their issue. Additionally, these extra details can sometimes help you troubleshoot the root of the problem or what could be done to fix it.

Accept the feelings of the client and acknowledge that they are upset. You may feel like disagreeing with many things that the person is saying, but the key is to put yourself in their shoes and look for the feelings or statements that you can agree with and tell them that you understand. Don't take the person's complaint as a personal offense. Chances are that it is not directed specifically at you. Once you

Pickaway County Park District Volunteer Handbook 2.0



have done this and can help remove the emotion from the situation, you can move onto solving the specific problem.

Clarify the complaint. If you believe that you have a good grasp of the problem, state it back to the person with the emotional aspects removed if possible. If the solution is not immediately evident, simply ask, “How can I help you?”

Take Action. Using the information in this manual and the tools provided in any additional training received, try to solve the problem to the best of your ability. Often, this may require asking Park District Staff for assistance. But whatever you do, make sure that you follow through on anything you say you are going to do.

Remain cheerful and helpful. Your attitude can ease the situation greatly if you handle it correctly. Smile!

Remember that the person with the complaint is probably most upset because they don’t feel that they have been treated fairly or have been given the service expected. The best way to assist them is by showing real attention and interest in their problem.

Volunteer Social Media Policy

Purpose:

The Park District encourages the responsible use of social media. The purpose of this policy is to set out what Park District expects from our volunteers when using social media. It is important to remember that we are all ambassadors for the Park District’s mission, and that information shared or put on social media is rarely private.

This policy is for volunteers and aims to:

- Give guidelines on what Park District volunteers should and should not post on social media as it pertains to the Pickaway County Park District
- Help volunteers draw a line between their private lives and their volunteering
- Be clear about sensitive issues such as the rehabilitation of wildlife and vulnerable populations we may serve (children, elderly, etc.)

Policy:

We utilize our volunteers to help with a variety of duties including working closely with them to ensure the Parks has a great image in the community. We are aware our volunteers help to protect our relationship with the residents of Pickaway County.

Pickaway County Park District Volunteer Handbook 2.0



Because our volunteers are influential in the community, we ask that they not post disparaging or defamatory statements about Park District including but not limited to, staff; other volunteers; other members past or present; suppliers and vendors; and other affiliates and stakeholders. You are encouraged to speak with the volunteer coordinator to solve issues as they arise.

Remember that what you publish might be available to be read by the masses; including colleagues, other volunteers, current and future employers, and social acquaintances for a long time. Please keep this in mind before you post any online content relating to the Park District.

Volunteers are not permitted to set up social media accounts on behalf of the Park District without prior consultation with the volunteer coordinator.

While the Park District is a public agency, not all information is public at all times. We ask that you please respect confidentiality at all times and protect any information you may come in contact with as a volunteer of Park District. Confidential information may include things such as unpublished details about our work, details of current projects, future projects, financial information or information held on our supporters, staff or volunteers. Should you have any questions about what is or isn't confidential, please speak with the volunteer coordinator.

If you are uncertain or concerned about the appropriateness of any statement or posting, please refrain from making the communication until you discuss it with the volunteer coordinator.

Volunteer Appreciation

PCPD values our volunteers. Appreciation events will be held from time to time. Appreciation events should provide opportunities for volunteers to socialize with one another and with park district staff. We will always aim to make these events fun and interesting. These events may include special programs or field trips, sneak peeks at park district properties and projects, or more formal volunteer appreciation events. Any volunteer who has served in the previous 12-month period will be invited to these events. Rules regarding funding for these events are determined by Pickaway County. The Board of Parks Commissioners may approve funding for events at their discretion. Cost to participate in any of these events will only be required when absolutely necessary and will be as minimal as possible.

Thank you again for sharing your time and talents with the staff and visitors of Pickaway County Park District. We hope this handbook is a helpful start. We look forward to learning and growing with you as we work together to make our park district the best it can be.