



## Youth Volunteer Policies and Procedures

### Welcome Volunteer!

The 1000 Islands Environmental Center staff is grateful for the contribution of your time and service. Your contributions provide important assistance in the operation of 1000 Islands. Please read through these volunteer policies and procedures before turning in your volunteer application.

### Personal References

Two personal references are required on the youth volunteer application form. A personal reference is someone that knows you and your character and ability to complete tasks, assignments, etc. A family member is not considered a personal reference.

### Liability

The City of Kaukauna represents that it does carry public liability insurance covering the municipal location. The City specifically notes that it has not purchased insurance coverage for the Volunteer or his/her employees. Nothing contained in the Volunteer Application is intended as a waiver of the City to rely upon the immunities or limitations to liability as may be contained within Wisconsin Statutes 893.80, 895.52, 895.525 or other applicable law.

### Attendance

Once a volunteer has chosen a volunteer schedule, it is expected that s/he will be available at the agreed upon time. If you must miss a volunteer session, please notify a 1000 Islands staff member as soon as possible.

### Volunteer Log

It is important for volunteers to sign in and out each time they report for work. Accurate and up-to-date records are important. This information is used for volunteer recognition, budget purposes and program promotion. Volunteer hours accumulated in any required training will be included in your service hours.

### Behavioral and Work Rules

Below are specific volunteer behavioral and work rules, listing inappropriate conduct which cannot be tolerated at the 1000 Islands. Volunteers violating these rules will be requested to leave the Nature Center and their status as "volunteer" will be terminated:

- Refusal to perform assigned volunteer duty
- Stealing, destruction of, or defacing 1000 Islands property
- Continued failure to report for volunteer duty after accepting assignment(s)
- Verbal threatening, using abusive language, or inflicting bodily injury to another employee, volunteer, or the public
- Willful or reckless negligence which can result in a safety hazard

- Reporting for work under the influence of intoxicants and/or drugs, using intoxicants and/or drugs on 1000 Islands property
- No smoking or vaping is allowed on the 1000 Islands property
- Sexual harassment is prohibited. Such conduct includes:
  - Unwelcome sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature
  - Unsolicited and repeated sexually derogatory names, statements, or gestures.
  - Any attempt to penalize or punish a person for rejecting the actions described above
  - Engaging in actions described above for the purpose of having the effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment
- No one shall be discriminated against on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record or conviction record.

Volunteers who violate any of the listed rules or who perform in a manner that is not beneficial to the best interest in the operation of the 1000 Islands will be terminated and their names removed from the volunteer records.

