



# LMT Parks and Recreation

## Volunteer Management Guide

# Lower Makefield Township Parks and Recreation Department Volunteer Management Guide

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## 1.0 Overview

Volunteers are the heart of Lower Makefield Township Parks and Recreation Department. With the help of our volunteers, we can make the impossible possible. Our volunteer program allows us to support our vision of cultivating health, happiness, and community. When residents devote their time in our parks and programs, they are able to connect with the community which becomes the foundation for the future of the Township. The information provided in this guide is a standard of operation for our department to lay out the best overall experience for the community of Lower Makefield Township.

## 2.0 Volunteer Management

### 2.1 Volunteer Opportunities

Lower Makefield Township offers various types of volunteer opportunities that align with an individual's commitment needs. An Extended Commitment volunteer opportunity (See 2.1.1) would best fit an individual who wishes to spend numerous hours and time with the department volunteering. Whereas a Community Service Project (See 2.1.2) is best fit for an individual who is interested in a onetime experience without any commitment necessary. The other type of volunteer experience is through our partnerships (See 2.1.2) which interested individuals will apply for directly through the specific organization.

#### 2.1.1 Extended Commitment Volunteer Opportunities

- Parks and Recreation Board
- Special Events Board
- Youth Committee
- LMT Seniors
- Committees for onetime events
- Project Committees
- Fund Raising Committees

#### 2.1.2 Community Service Projects

- Tree Planting
- Park Clean up
- Earth Day
- Special Event Day of Volunteer

### 2.1.3 Partnerships

- Youth Athletic Organizations
- Neighbors in Need
- Comcast Cares Day
- Scouts
- Churches
- Veterans Committee
- Garden of Reflection Remembrance Fund Foundation
- Friends of Five Mile Woods
- Disability Advisory Board
- Environmental Advisory Council
- Pennsbury School District
- Honors Society
- Technical School

## 2.2 Volunteer Recruitment

Lower Makefield Township has up-to-date volunteer information that can be handed out. Information will also be available on social media platforms, the newsletter, and email. Once an individual does volunteer with Lower Makefield Township they can choose to receive emails with future opportunities through our email software, “Constant Contact.” The Township Parks and Recreation Director and employees also actively recruit volunteers for programs and events. For the most up-to-date Township information you can follow us on social media by using these clickable links:

- <https://www.facebook.com/LowerMakefieldTownship>
- <https://twitter.com/LMTGOV>
- <https://www.instagram.com/lowermakefieldtownship/>
- <https://www.youtube.com/channel/UCOq0e9VmBEZppWBFJbI9uAA>
- <https://lp.constantcontactpages.com/su/yud7We9>
- <https://www.facebook.com/LMTparksandrecreation/>
- <https://www.lmt.org/government/departments/parks-recreation/>



## 2.3 Volunteer Selection

Individuals who are Extended Commitment volunteer opportunities interested individuals are required to send a letter of interest highlighting the sector they wish to represent with a current resume to Kurt Ferguson, Township Manager, [admin@lmt.org](mailto:admin@lmt.org). Applicants must be residents or property owners of Lower Makefield Township. Once reviewed by Township Manager potential volunteers will be called in for an in-person interview with the appropriate board before selection. Volunteers will be selected based on their background, availability, and goals.

For Community Service Projects the Parks and Recreation department may set up criteria for volunteering based on the work needed. Once volunteers commit to the project, the Parks and Recreation department will communicate with the group via email with pertinent information.

## 2.4 Volunteer Retention

It is important to Lower Makefield Township to retain good volunteers. In order to do that the staff strives to cultivate an environment that is welcoming, friendly, and empowering to all volunteers. Additionally, treating volunteers as valuable members to the event and by supporting any potential accommodations.

## 2.5 Volunteer Background Check

Volunteers at Lower Makefield Township who are working with children or associated with any League are required to obtain a PA Criminal Record check and an FBI Fingerprint check prior to start date. Previous volunteers are required to complete a disclosure statement confirming that nothing has changed since their clearances were last obtained. All clearances are valid for a period of 5 years. If new volunteers are submitting clearances from another organization, they must also submit the disclosure statement.

# 3.0 Volunteer Operation

## 3.1 Volunteer Supervision

When arriving to the event volunteers must sign in for staff to record the individuals hours. Staff will be prepared to guide and mentor volunteers with any concerns that they may have. They will observe volunteer's behavior and progress to ensure that work is being done in an appropriate manner. If any volunteer demonstrates behavior that goes against Lower Makefield's code of

conduct a staff member will ask the individual to leave the event and their hours will not be logged.

### 3.2 Volunteer Evaluation

Volunteers will be evaluated on their hours fulfilled after the event or program is complete. All volunteers will sign out before leaving the event and will receive a letter stating the hours that were completed that day. Staff will also log the completed hours into a sheet to keep track of each volunteer's time spent with the department.

### 3.4 Volunteer Recognition

The Township of Lower Makefield honors all volunteers who complete hours with the Parks and Recreation Department with a thank you letter that can be presented to the individuals work, school, organization, etc. Additionally, any volunteer who completes an outstanding number of hours throughout the course of the calendar year will be invited to the Annual Volunteer Appreciation Luncheon which is hosted by the Lower Makefield Township Parks and Recreation Department staff members. The luncheon will take place annually in December. In order to be invited to the luncheon, an individual must complete over 40 hours of service during the year. In addition, volunteers who complete 50 or more hours will be rewarded with a prize of the Townships choosing that year. This is done to celebrate and commemorate the volunteer's dedication to the community.

### 3.5 Liability Coverage

The volunteers of Lower Makefield Township are covered under Section V of the Delaware Valley Property and Liability Trust Coverage document. Volunteers must sign waivers prior to the start of any community service project.

- A Volunteer Liability Waiver
- Parks and Recreation, Image and Voice Release (See Appendix A) will be given to volunteers prior to the event to grant permission to the Township to photograph volunteers and use for the Lower Makefield Township publications.

## Appendix A



### Photographic, Image, and Voice Release

Occasionally a photographer hired or employed by Lower Makefield Township ("Township") will be photographing during your volunteer hours. We ask that you fill out this release form so that we may use the images taken as part of Township publications.

#### PHOTO/IMAGE/VOICE/PRESS RELEASE

I hereby give Township entities, and any and all of its representatives from their assigns, licenses, and legal representatives, the irrevocable right to use my name (or any fictional name), picture, portrait, photograph, image, or voice in all forms and media and in all manners, including composite or purpose, and I waive my right to inspect or approve the finished product, including written copy, that may be created in connection therewith.

I also agree that this releases Township entities including, but not limited to, its Board of Supervisors, officials, and employees, and any and all of its representatives from any and all monetary obligations or payments to me or any or all of my authorized representatives for use of video, films, photographs, image and/or voice of myself or, as applicable, my child. I am of full legal age or have parental consent. I have read this release and am fully familiar with its contents.

\_\_\_\_\_  
Name/Please Print Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature (or parent's signature if under 18 years of age)

I am the parent or legal guardian of the minor named above and have legal authority to execute the above release. I approve the foregoing and waive any rights in the premises.

\_\_\_\_\_  
Name/Please Print Date

\_\_\_\_\_  
Address

For More Information Contact: Monica Tierney MBA, M.Ed.  
Director of Parks and Recreation  
1550 Oxford Valley Rd. Yardley PA 19067  
[monicat@lmt.org](mailto:monicat@lmt.org)  
267-274-1112