



TOWN OF ESTES PARK

VOLUNTEER MANUAL



Clockwise from top left: The Estes Park Museum Friends & Foundation, Inc. sponsors a historic home tour annually to educate the public and raise funds to support the museum.; Police Auxiliary members prepare donations to the Blue Santa program for holiday delivery to local families; Ambassadors assist over 400,000 people each year at the Visitor Center; Tree Board members sponsor an educational event and tree-planting at the Estes Park Elementary School in honor of Arbor Day.

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**TOWN OF ESTES PARK
VOLUNTEER AGREEMENT and ACKNOWLEDGEMENT**

AGREEMENT BY VOLUNTEER:

I offer and agree to volunteer my services without compensation to accomplish the Volunteer Activities in assisting the Town of Estes Park (the "Town") in accordance with the following understandings:

I am at least 18 years of age, or if I am less than 18, my parent or guardian consents to this Agreement by signing below. I understand that there may be health and physical condition requirements for doing the work offered.

ACKNOWLEDGEMENT BY VOLUNTEER

By signing this Agreement, I am acknowledging I have read, understand and agree to the terms as outlined within this Volunteer Policy Manual.

Signature of Volunteer: _____ Date: _____

Signature of Parent or Guardian: _____ Date: _____

(if Volunteer is under 18)

Print Name of Parent or Guardian: _____

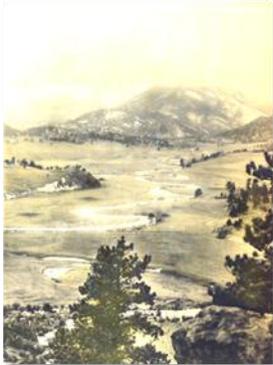
Relationship to Volunteer: _____

Address and Phone No. of Parent or Guardian: _____

(If different than applicant's)

Estes Park History

The history of Estes Park begins with the formation of its wild, natural beauty. About seventy million years ago, massive forces pushed tectonic plates against one another, creating the remarkable Rocky Mountains. Over millions of years, huge glaciers carved out local landmarks such as peaks, meadows and valleys, creating the landscape we enjoy today.



The first people in the area were ancestors of today's American Indians. They stayed in the Estes Valley for the summer to hunt mammoth, giant bison and other large mammals. In more recent times, the Ute migrated seasonally from what is now North Park, using the land as a summer hunting ground. Other Native American tribes also came to the area seasonally; however, the hunting bounty could sustain only two tribes at a time. From oral histories of the Arapaho, we know they inhabited the land prior to the arrival of Anglo settlers. Fur-trapping mountain men and Anglo explorers more than likely also came to the area, but they left behind almost no written accounts.

William Byers, founding editor of the *Rocky Mountain News*, gave the name "Estes Park" to the area to honor Joel Estes. Arriving in 1859, Estes settled here with his family to raise cattle until 1866, when he moved to seek a more favorable climate.



In the 1870s, surveys of Estes Park brought homesteaders to the area who attempted farming, ranching, logging and mining. Most of the early ranchers (such as Evans, MacGregor, James, and Sprague) found it more profitable to become proprietors. They catered to the growing number of visitors in the area, lured all the way from Europe by words of beauty and adventure.

After downtown Estes Park was platted in 1905, the village thrived, setting the groundwork for the town of today. Access to the area was vastly increased with road improvements funded by the Stanley Hotel owner, F.O. Stanley. At the same time, the natural surroundings were protected for posterity with the dedication of Rocky Mountain National Park in 1915. The incorporation of the Town of Estes Park in 1917 formed a local government that assisted with large ventures like the Colorado-Big Thompson Project, the largest trans-mountain water diversion project in Colorado, which was built between 1938 and 1957. The project included the creation of Lake Estes in 1949. Local, state and national government also helped Estes Park recover from disasters such as the Big Thompson Flood of 1976 and Lawn Lake Flood of 1982. Visit the Estes Park Museum to learn more about the people, architecture, and events that constitute our rich and colorful history.

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About This Volunteer Manual

Far from a contradiction in terms, “volunteers in government” is the norm in the United States today. Millions of Americans give of themselves by serving on citizen advisory committees, task forces, for special events, and much more. In fact, volunteering for government agencies and departments is the rule, not the exception. All across America, neighbor helping neighbor is still an ideal. In Estes Park we exceed the norm in volunteerism. Within the Town of Estes Park there are over 500 volunteers who give back to their community in various capacities of service.

This manual is intended to provide the volunteer with direction, answer questions, and help guide the volunteer with their activities within the Town of Estes Park. The policies and information in this manual are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Town staff volunteer coordinator in your specific department will work with you on the purpose, duties, and required qualifications of your particular assignment. To provide volunteers with an understanding of direction for the Town of Estes Park, please find the Vision, Mission and Guiding Principles adopted by the Estes Park Town Board of Trustees.

Town of Estes Park Vision

The Town of Estes Park will enhance our position as a premier mountain resort community.

Town of Estes Park Mission

The Mission of the Town of Estes Park is to provide high-quality, reliable services for the benefit of our citizens, visitors, and employees, while being good stewards of public resources and our natural setting.

Guiding Principles

The Town of Estes Park strives to maintain a balanced approach while we:

- Maintain and strengthen our economic vitality
- Provide services which are responsive, sensitive, and reliable
- Preserve our unique character and history
- Sustain a family-friendly community for our citizens and visitors
- Consider the impact of our actions on the environment
- Support diverse, affordable housing
- Enhance recreational and cultural opportunities
- Employ and maintain a professional, innovative, and productive team

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Town Organizational Chart

- Boards and Commissions**
- Building Code of Appeals
 - Creative Sign Review Board
 - Estes Valley Planning Commission
 - Estes Valley Board of Adjustment
 - Tree Board
 - Local Marketing District Board
 - Housing Authority Board

- Town Committee**
- Public Work, Utilities and Public Safety Committee
 - Community Services and Community Development Committee



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1.1 Purpose

The Town of Estes Park manages over 500 volunteers through its various Town Departments and through the Town Board. Due to the volume of volunteers and the need to provide effective and consistent communication for all volunteers the Town of Estes Park has established these policies and procedures.

1.2 Policy

It is the policy of the Town of Estes Park to encourage the recruitment and retention of community volunteers in its effort to meet its missions and goals by using volunteers in various Town operations throughout the organization. As such these volunteer members shall be provided the same protections under the Governmental Immunity Act, liability insurance and all Town policies. **Should a conflict in Volunteer Policy arise with Town Policy, Town Policy supersedes any policy within this manual.**

1.3 Town Board-Appointed Volunteers (Standing Committees and Boards)

Town Volunteers serve in various capacities within the Town's government operations. For clarification and delineation there are two volunteer groups; Town Board appointed volunteers and Town Department volunteers. The Town Board Appointed Volunteer group serves at the pleasure of the Town Board and is depicted within this manual for clarification of volunteer types and how they are selected.

All Town Board appointed volunteers are required to submit applications through the Town's Human Resource Division. Those selected for further review shall undergo interviews by an interview panel. The interview panel is responsible for recommending their selections to the Town Board of Trustees for approval.

Openings for any Town Board-appointed standing committee and board volunteer positions and their appointed alternates are announced in the newspapers and on the Town website. Those committees and/or Board appointed positions are:

1.3.1 Estes Park Building Codes Board of Appeals

The Board of Appeals is an appellate board appointed by the Town Board to hear and decide appeals of orders, decisions or determinations made by the Chief Building Official pursuant to the International Building Code as amended and adopted by the Town of Estes Park. The Board of Appeals currently has three members serving two-year terms. Contact Alison Chilcott at achilcott@estes.org.

1.3.2 Estes Park Building Authority

The Building Authority is a nonprofit corporation set up by the Town to facilitate public affordable housing. This committee meets once a year to elect officers and to approve payments. Currently there are five members serving three-year terms, including the Town Administrator, Town Finance Officer, and three citizens. Contact Steve McFarland at smcfarland@estes.org.

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1.3.3 Creative Sign Design Review Board

As part of the newly-revised sign code, in 2011 the Town of Estes Park established a five-member Creative Sign Design Review Board. The Creative Sign Program provides flexibility in the application of the sign code, and encourages high-quality materials and workmanship for signs that make a positive visual contribution to the community, are of unique design, and exhibit imagination and inventiveness. The Creative Sign Design Review Board is responsible for reviewing Creative Sign Program applications, sign variance applications, and appeals of staff sign code decisions. Appointees must reside within Town limits. Contact Alison Chilcott at achilcott@estes.org.

1.3.4 Estes Park Housing Authority

The Estes Park Housing Authority (EPHA) is a nonprofit organization committed to providing affordable housing to low- and moderate-income citizens of Park School District R-3. Per the bylaws, five board members serve in a volunteer capacity, each for a five-year term. Board member responsibilities include active involvement as an advocate for EPHA in the community, assisting in retention and development of housing opportunities, examining policies, procedures and financial reports, and performance review of the executive director. Board members must reside within Park School District R-3. Contact Rita Kurelja at rkurelja@estes.org.

1.3.5 Estes Park Local Marketing District Board

A Local Marketing District (LMD) is an organization formed for the purpose of advertising, marketing, and promoting tourism within the service area. The Estes Park Local Marketing District was created in 2008 after voter approval. Five board members are appointed by the Town Board; two by the Larimer County Commissioners. Members must live within the designated district in Larimer County. Visit www.marketestes.org for current information.

1.3.6 Estes Park Tree Board

The mission of the Tree Board is to “protect and promote trees for the present and the future.” When the Town of Estes Park became a Tree City USA in 1997, the Town Board created the Tree Board. In addition to advising the Town Board on matters of public safety, the Tree Board works to help residents appreciate the value of trees, maintain the health of their own trees, and add to the beauty of the Estes Valley by planting trees as gifts or memorials. The Tree Board sponsors an Environmental Stewardship Award and Tree Symposium. The board has six members who serve four-year terms. Contact Russ Franklin at rfranklin@estes.org.

1.3.7 Estes Valley Board of Adjustment

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The Estes Valley Board of Adjustment is a joint Town/County board that reviews variance requests within the Estes Valley. The board consists of five appointed members. Two members are appointed by the Larimer County Commissioners; three members are selected by the Town Board; one alternate member is jointly appointed by the Board of County Commissioners and the Town Board. Members must reside in their respective areas of the Estes Valley. Interested residents are encouraged to participate in the Town's Citizens Information Academy. Contact Alison Chilcott at achilcott@estes.org.

1.3.8 Estes Valley Library District Board

A board of seven trustees governs the Estes Valley Public Library District. The board adopts and oversees the budget, bylaws and policy; conducts strategic planning; and hires and evaluates the library director. It delegates authority and accountability to the library director, who operates under policies set by the board. Trustees are volunteers jointly appointed by the Town Board and Larimer County Commissioners for staggered terms of four years. Contact Claudine Perrault at cperrault@estesvalleylibrary.org.

1.3.9 Estes Valley Planning Commission

The Estes Valley Planning Commission is a joint Town/County commission that reviews development proposals and subdivision proposals within the Estes Valley. The commission consists of seven appointed members. Four members are appointed by the Larimer County Commissioners; three members are selected by the Town Board. Members must reside in their respective areas of the Estes Valley. Interested residents are encouraged to participate in the Town's Citizens Information Academy. Contact Alison Chilcott at achilcott@estes.org.

Town Board appointed volunteers are not subject to the same requirements as Town Department Volunteers unless any of the appointed volunteers duties require; 1) handling money; 2) working with youth; 3) working with seniors; 4) operating a motor vehicle as part of Town operations; and/or 5) handling confidential information.

1.4 Ad Hoc Committee Appointees

The Town Board appoints special or ad hoc committees to work on specific problems or tasks. Usually the committee exists on a temporary basis and is dissolved when the task is completed. These individuals are not subject to the Town's Volunteer application and selection process unless specified by the Town Board.

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1.5 Town Department Volunteers

Town Department Volunteers assist to augment Town Departments and their operations. Volunteers who fall under this category of volunteer are responsible to the Department Head or their designee. Outlined within this section are volunteer job descriptions identifying current positions within Town operations. Job descriptions are available through each Department and located in the Town's Administrative Services Department as well. Current volunteer positions and functions are:

1.5.1 Community Services Department

The Community Services Department provides non-traditional government services including recreational, cultural, educational, and visitor assistance services to increase Estes Park's economic strength and community well-being. Community Services Department divisions which utilize volunteers include the Estes Park Museum, the Estes Park Senior Center, the Fairgrounds/Events Division, and the Visitor Services Division. Each Division Manager is responsible for overseeing their volunteers providing guidance and direction as needed to compliment their Division operations. Those divisions and their operating definitions are:

1.5.1.1 Estes Park Museum

The Estes Park Museum collects, interprets and preserves local history, as well as presents exhibits, programs and events, for the education and benefit of residents and visitors of all ages.

1.5.1.2 Estes Park Museum Friends & Foundation, Inc.

The Estes Park Museum Friends & Foundation, Inc. is a non-profit organization with a mission to "ensure that the Estes Park Museum is the premier local history museum in Colorado." Contact Elaine Hunt-Downey at ehunt-downey@estes.org

1.5.1.3 Other Museum Volunteers

Volunteers aid staff in the areas of research, exhibit preparation, collections management, front desk assistance, and seasonally at the Historic Fall River Hydro-plant. Contact Alicia Mittelman at amittelman@estes.org.

1.5.2.1 Estes Park Senior Center

The Senior Center's mission is "to involve and inform Estes Park area seniors and enrich their lives by providing a comprehensive range of programs and opportunities."

1.5.2.2 Estes Park Senior Citizens Center, Inc.

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Estes Park Senior Citizens Center, Inc. is a non-profit organization with a mission to work cooperatively with the Town of Estes Park to meet the needs of area seniors. Contact Lori Mitchell at lmitchell@estes.org.

1.5.2.3 Meals on Wheels Drivers

Meals on Wheels is a home delivery program serving homebound and older adults in the Estes Valley. Volunteers use their own vehicles to deliver meals Monday through Friday at noon. A training manual is provided by Senior Center staff. Contact Lori Mitchell at lmitchell@estes.org.

1.5.2.4 Other Senior Center Volunteers

Volunteers assist staff with programs and at the reception desk. Contact Lori Mitchell at lmitchell@estes.org.

1.5.3.1 Fairgrounds/Events

The Fairgrounds and Events staff plans and organizes Town-sponsored events, provides support for users of Town facilities, and coordinates scheduling of activities at a number of locations.

1.5.3.2 Estes Park Western Heritage, Inc.

The purpose of Estes Park Western Heritage Inc. (EPWH), a nonprofit corporation, is to promote the western culture and preserve the western heritage of the Estes Valley by producing and supporting activities for the education and enjoyment of its residents and visitors. EPWH provides support for the Estes Park Rodeo also known as the "Rooftop Rodeo" and the EPWH Youth Foundation Scholarship Fund. Contact membership@rooftoprodeo.com.

1.5.3.3 Elk Fest Committee

Elk Fest is an annual event that features elk bugling, competitions, educational areas, seminars, and guided elk tours. It includes food and art vendors as well as entertainment such as musical acts, Native American dancing and storytelling, and a Mountain Man Rendezvous. Contact events@estes.org.

1.5.3.4 Wool Market Volunteer

Wool Market is a multi-day fiber festival which includes workshops, exhibits, demonstrations, competitions and vendor booths. Featured attractions include a children's area, sheep dog herding and sheep shearing demonstrations, sheep, llama, alpaca, cashmere and angora goat competitions, fleece contests, and more than fifty vendor booths. Contact events@estes.org.

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1.5.4.1 Visitor Services

Visitor Services provides visitors and residents with information about current events, lodging, restaurants, museums, tours, businesses and activities.

1.5.4.2 Ambassadors of Estes Park

The mission of the Ambassadors is “to provide a warm welcome along with providing, to the best of our knowledge, accurate information to visitors to help them to have an enjoyable and memorable time in the Estes Valley.” Approximately seventy-five volunteer Ambassadors assist at the Visitor Center front desk year-round. Staff and Ambassadors provide training. Contact Teri Salerno at tsalerno@estes.org.

1.5.5 ESTES PARK POLICE DEPARTMENT

The Estes Park Police Department provides police protection and other public safety programs for the Estes Park area and its citizens and provides assistance to the Larimer County Sheriff's Department, Colorado State Patrol, and Rocky Mountain National Park as requested by each agency.

1.5.5.1 Estes Park Police Auxiliary

The Police Auxiliary exists to support and enhance the services provided to the community by the Estes Park Police Department. Auxiliary Police serve as volunteer “eyes and ears,” performing a variety of tasks including vehicle and pedestrian traffic control, foot patrol of the downtown, investigations, fingerprinting, special events assistance and administrative tasks. Positions include Auxiliary Member, Chaplain, and Front Window/Customer Service Volunteer. Candidates must complete the Citizen's Police Academy as well as twenty hours of Police Auxiliary Training. Contact Amanda Nagl at anagl@estes.org.

1.5.5.2 Estes Valley Restorative Justice Partnership

The Estes Valley Restorative Justice Partnership exists to reduce crime and disorder by applying the principles of Restorative Justice such as repair of harm to victim and community, and enhanced empathy and understanding among participants. Volunteers in the Community Circle program are witnesses to or victims of a crime or event, or serve as a support for a victim or witness. They are called to participate with the transition of offenders back into the community. Contact RestorativeJustice@estes.org.

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1.6 Volunteer Procedures

Volunteers are responsible for following all Town of Estes Park policies and procedures, and the policies and procedures of the departments in which they work. The purpose of this manual is to provide overall guidance and direction to management, staff, and volunteers.

1.6.1 Volunteer Recognition

The Town of Estes Park appreciates the many hours of service our volunteers provide. We want to be sure they know how valuable they are to the organization. Each year, a recognition event is held for all Town of Estes Park volunteers and the staff who work with them. The event is sponsored by the mayor and coordinated by Town staff.

At the event, the Town presents the Estes Park Pride Awards for Estes Park Volunteer of the Year, Volunteer Group of the Year, Business Person of the Year, and Teacher of the Year, and the Estes Park High School Student Pride Scholarship. Pride Awards are not limited to Town of Estes Park volunteers. Anyone can make a nomination or be nominated for an award; residency within Town limits is not required.

1.6.2 Volunteer Liability

As a public entity, the Town of Estes Park carries property and liability insurance for all of its employees and volunteers. All Town of Estes Park volunteers are afforded liability protection from legal claims when volunteers perform their defined duties within the scope of the Town's policies and the policies for the departments in which they volunteer.

Defining roles and responsibilities is extremely important with regard to Town and volunteer liability. The Colorado Governmental Immunity Act (CGIA), which governs the liability of the Town, its employees, agents, and volunteers, defines public employee to include an authorized volunteer.

An authorized volunteer means a person who performs an act for the benefit of the public entity (the Town) at the request of and subject to the control of the Town.

The CGIA further provides that the Town shall be liable for the cost of defense of any of its public employees and payment of all judgments and settlements of the claims against any public employee, where the claim against the public employee arises out of injuries sustained from an act or omission of the scope of his/her employment, except where such act or omission is willful and wanton. All authorized volunteers have this same protection as public employees pursuant to the CGIA.

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There are two types of Town Department Volunteer groups within the Town of Estes Park: 1) Incorporated volunteer organizations; and 2) All other volunteer organizations. The incorporated volunteer organizations enter into an annual Memorandum of Understanding (MOU) with the Town of Estes Park, which includes a release of liability waiver. This release of liability is signed by the volunteer organization's Chair/President on behalf of the volunteer organization once that organization's membership body has voted to approve the MOU. All other volunteers are required to sign the acknowledgement and agreement signature page of the Volunteer Manual.

The Town insures its activities through participation in the Colorado Intergovernmental Risk Sharing Agency (CIRSA). This is a municipal self-insurance pool which provides insurance coverage to the Town, liability management consultation, and cost-effective insuring agreements with third party insurance companies. It is strongly recommended by CIRSA that the Town enter into agreements with volunteer entities defining the scope of those volunteer organizations' activities and responsibilities, including the release of liability clause.

In no way is the release of liability language designed to restrict the Town's liability for volunteer activities. Rather, the purpose of the language is to provide both the Town and the volunteers assurance that, if they abide by the terms and conditions of their defined duties as outlined in the job description(s) and this manual, they are covered for and immune from liability for any of their acts or omissions, including any negligent act or omission, pursuant to the terms and conditions of the Colorado Governmental Immunity Act.

1.6.3 Volunteer Application, Selection and Background Checks

To ensure a safe environment exists for Town volunteers, Town employees and citizens, Town volunteer candidates are required to undergo an application, selection and review process. Depending on the volunteer services applying for the selection process may be coordinated by a volunteer organization or by a Town department or both. Before a final selection is finalized the Department Head or their designee shall approve the recommendation.

In the event a volunteer is required to do any of the following:

- 1) Handle money;
- 2) Work with youth;
- 3) Work with seniors;
- 4) Operate a motor vehicle as part of Town operations; and/or
- 5) Handle confidential information.

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The volunteer shall submit to a Colorado background check and/or driving record check. Volunteers for the Police Department are required to undergo a comprehensive background check that shall be administered by Police Department staff.

1.6.4 Alcohol and Drugs

The use of alcoholic beverages or non-medicinal drugs by a Town volunteer while on duty is prohibited.

1.6.5 Vehicle Usage

Those who will be driving their own vehicles while volunteering for the Town must annually provide proof of insurance and proof of a valid Colorado driver's license with a good driving record. Under no circumstances will privately-owned vehicles be fueled at Town pumps. Under certain circumstances Town Volunteers may operate Town vehicles. The volunteer should consult his/her Town supervisor for guidelines.

In the event a volunteer is in an accident involving a vehicle while performing volunteer duties, the volunteer will immediately contact the Estes Park Police and the volunteer's supervisor. The volunteer should request that all parties to the accident remain at the scene until a law enforcement representative releases them. The volunteer must report the accident to his/her supervisor as soon as possible, but no later than twenty-four hours. Volunteers should refrain from discussion of the accident with anyone other than the investigating police officer, appropriate Town officials, representatives of the insurance company designated by the Town, and/or representatives of the volunteer's own insurance company. If towing is required, the volunteer must contact his/her supervisor for prior authorization. Town vehicles may not tow personal vehicles; therefore, a commercial towing business must be contacted and the bill submitted to the volunteer's supervisor.

1.6.6 Harassment

The Town of Estes Park is committed to a workplace free from harassment. Each employee and volunteer has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment based upon age, disability, religion, national origin, or sex. Sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

1.6.7 Work Place Violence

The Town of Estes Park strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors; physical abuse; vandalism; arson; sabotage; illegal use of a weapon;

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bringing illegal weapons into the workplace; or any other act, which in management's opinion, is inappropriate to the workplace. However, this policy does not apply to those who are authorized to carry concealed weapons under C.R.S. 18-12-214 (Authority Granted by Permit) and do not violate C.R.S. 18-12-106 (Prohibited Use of Weapons).

1.6.8 Volunteer Safety

Volunteers have a responsibility to understand and follow all Town rules and safety standards; become familiar with the safe and proper use of equipment; and operate all equipment in a safe and careful manner. Volunteers should contact their supervisors if unfamiliar with how to perform a task or to use a piece of equipment safely.

Volunteers must report unsafe working conditions to their supervisors immediately. Volunteers should contact their supervisors for the location of first aid, fire extinguishers and automatic external defibrillator (AED) stations.

If an accident occurs, the volunteer must immediately report it to his/her supervisor. If medical treatment is needed, the Town of Estes Park has designated the Timberline Medical Center and Family Medical Center as the providers of treatment for all work-related illnesses and injuries. Any Town volunteer who is injured on duty must seek treatment at one of these locations. If neither center is open, treatment may be obtained at the Estes Park Medical Center Emergency Room.

1.6.9 Emergency Cases

In cases of life-or-limb injuries, volunteers are required to obtain treatment at the Estes Park Medical Center. A physician will be assigned to the case and all paperwork will be done at the center. The volunteer will receive a pink copy of the medical center form. This is to be turned in to the supervisor, who submits it to the Town's Human Resource office.

1.6.10 No Pain Injury

If a volunteer has been injured on duty, even if there is no pain at the immediate time of the accident, it must be reported to the supervisor and a first report of injury form must be filed. This protects the Town and volunteer in the event that an injury develops into something larger at a future date. It is safer to report an injury and have a claim number assigned, than to wait and possibly jeopardize the volunteer's benefits later on. The volunteer's supervisor must submit the first report of injury form to the Town's Human Resource office within twenty-four hours.

1.6.11 Accidents Involving Others

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Should a guest or customer be injured during a volunteer shift, the volunteer should follow these guidelines:

- a. Do not leave the victim unattended.
- b. Notify the supervisor immediately and medical personnel as needed.
- c. Attend to the victim only to the level of current emergency medical certification.
- d. Use appropriate precautions (such as gloves and masks). Gloves should be worn when blood or other body fluids are present.
- e. Do not administer medication of any kind.
- f. Do not perform any surgery, including microsurgery (the use of tweezers).
- g. Do not attempt to diagnose the illness or injury.
- h. After the victim has been stabilized or transported, fill out a Notification of Injury form and give it to the supervisor. This is mandatory.
- i. Do not release any information regarding the incident to anyone other than the supervisor, police or paramedics.
- j. Additional information on emergency procedures is available from the supervisor.

1.6.12 Scheduling and Meetings

For some volunteers, particularly those not appointed by the Town Board, the staff supervisor will coordinate the work schedule. In some departments, this is done through volunteer schedulers. The volunteer informs the scheduler of availability. Once the schedule is set, it is the volunteer's responsibility to either be at the shift, or find another qualified volunteer to substitute.

In addition to regular work shifts, volunteers may be asked to attend trainings and meetings throughout the year. It is important to attend these meetings. They provide volunteers with the chance to get information about Town of Estes Park activities, review issues, and provide feedback about the areas in which they work. All volunteers are encouraged to attend the Town of Estes Park's Citizens Information Academy when available. This thirty-hour course provides volunteers with invaluable information concerning Town operations and Town government.

1.6.13 Uniforms and Protective Personal Gear

Some volunteers are expected to wear uniforms and nametags, if provided, whenever they volunteer. If protective personal gear is assigned, it is to be worn as required. For non-uniformed volunteers, dress and grooming should be appropriate for the position and duties.

1.6.14 Electronic Media Access

Volunteers authorized to use Town computers must adhere to the Town's Electronic Media Access Policy. The purpose of this policy is to ensure that users of the Town of

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Estes Park's email, internet, voice mail, electronic facsimile (fax), bulletin boards and electronic subscription services are aware of privacy, security, public records, and legal issues related to the usage of the Town's systems, and to ensure that requests for information stored in the aforementioned formats are complied with as required by law and as required by the Town of Estes Park's Electronic Access Policy.

1.6.15 Volunteer Conduct

Volunteers will conduct themselves, at all times, in a manner which reflects favorably on the Town. Failure to follow Town policies and procedures may result in the immediate suspension or termination of volunteer privileges.

1.6.16 Volunteer Medical Coverage

The Town endeavors to provide a healthy and safe working environment for its volunteers and to protect the public and public property from injury or damage. Volunteers will be trained and expected to use safety equipment. Volunteer should understand their activities may involve hazardous circumstances depending on the activity they choose to volunteer for. Volunteers will be informed as to the known specific circumstances and potential hazards of any volunteer activities in which they are asked to participate with and if a volunteer suffers an injury while performing a volunteer activity the Town will not be liable for medical coverage beyond what is provided for in the Volunteer Insurance Policy. The specific provisions of this policy are available upon request and are contained in the Town's Volunteer Manual. If a volunteer feels this coverage is not sufficient, they can choose to provide excess coverage at their own expense through a private medical plan.

1.6.17 Responsibility to Notify

Should you become subject to a lawsuit for services provided as a Town Volunteer you are required to notify the Town's Human Resource division within fifteen (15) days. If you fail to make a reasonable effort to notify the Town within that required fifteen day period the Town is not liable and may not provide legal coverage. In addition a volunteer can be denied coverage if the volunteer willfully and knowingly fails to notify the Town within a reasonable period of time of a potential claim.

1.6.18 No Employer/Employee Relationship.

This Agreement does not create or imply the existence of an employer/employee relationship between the parties to this Agreement.

1.7 Volunteer Agreement and Acknowledgement

Due to the nature of the working relationship between the Town of Estes Park, the individual volunteer and recognized volunteer groups, the Town of Estes Park has developed this Volunteer Manual. This manual identifies the responsibilities and limits of liability of the Town of Estes Park for each volunteer, and what the liabilities and responsibilities are of a volunteer for the Town of Estes Park.

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1.7.1 Required Signatures

All volunteers or an authorized person are required to sign the acknowledgement and agreement page of this manual. Required signatures are defined below:

1.7.1.1.1 Town Department Volunteer Agreement and Acknowledgment

Individual volunteers are defined as those volunteers who provide their services to a Town Department and are not affiliated with any recognized 501 (C) groups or **organization** who provides volunteers services and support to the Town of Estes Park. All volunteers designated as “Individual Volunteers” are required to sign the agreement and acknowledgement portion of this manual before performing their volunteer tasks.

1.7.1.1.2 Volunteer 501 (C) Organization

All recognized 501 (C) Volunteer Organizations are required to enter into an annual working agreement; known as an (MOU) Memorandum of Understanding. These agreements are reviewed, revised and managed by each Town Department and signed by the Town Administrator and the official Chair of the Volunteer Organization. The content of these working agreements should address at a minimum:

- a. Limits of Liability;
- b. Sharing of costs between the Town and the Volunteer Organization;
- c. Services provided by the Volunteer Organization on behalf of the Town;
- d. Services required by the Town from the Volunteer Organization
- e. Identified fundraising events managed by the Volunteer Organization on behalf of the Town and those managed for the Volunteer Organization; and
- f. A signature of acknowledgement by the Board Chair/President after a review and membership vote approving the Volunteer Manual.

This is not an inclusive list but an outline of subject matter relevant to defining roles and setting expectations for each entity.

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Appendix A: Town Department Volunteer Job Descriptions

I. COMMUNITY SERVICES DEPARTMENT

ESTES PARK MUSEUM

1) Estes Park Museum Friends and Foundation, Inc. (EPMF&F)

The purpose of the Estes Park Museum Friends & Foundation, Inc. is to support the Estes Park Museum's programs and policies through fund raising activities, the publication of books and their sale together with other items in the Museum Shop, and the investment and management of endowments and other properties of funds received for non-profit purposes. The organization's mission is to ensure that the Estes Park Museum is the premiere local history museum in Colorado. The Board of Directors manages the business of the EPMF&F.

Authority:

The Board of Directors has the general management and control of the Estes Park Museum Friends & Foundation, Inc. and adheres to a set of bylaws and to a Memorandum of Understanding (MOU) with the Town of Estes Park.

Qualifications:

The directors shall be members of the Estes Park Museum Friends & Foundation, Inc. and have an interest in Estes Park history. Members of the Estes Park Museum Friends & Foundation, Inc. fulfill duties established by the directors.

Term:

The normal term of a director is three years. A director's term, unless filling a vacancy, will begin immediately following the August meeting of the Board of Directors. The board may elect a director to fill an unexpired term.

Duties:

The Estes Park Museum Friends & Foundation, Inc. seeks to further its mission and the mission of the Museum by providing funds for capital improvements, including maintenance of such improvements as appropriate, collections acquisitions, and other appropriate needs as outlined by the Museum Manager and agreed to by the Board of Directors. The Estes Park Museum Friends & Foundation, Inc. will maintain and make every effort to expand the membership base and is responsible for managing its own records such as correspondence and financial reviews and audits.

ESSENTIAL FUNCTIONS

The following are essential functions. Any one position may not include all of the duties listed.

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Duties:

1. Attend Estes Park Museum Friends & Foundation, Inc. meetings, as assigned per committee role description.
2. Serve on Estes Park Museum Friends & Foundation, Inc. sub-committees, as assigned per committee role descriptions.
3. Perform various tasks including, but not limited to:
 - a) Obtaining any required special events licenses.
 - b) Shop sales and purchases.
 - c) Maintaining and expanding the membership base.
 - d) Creating and delivering Estes Park Museum Friends & Foundation, Inc. information, publications and Friends to Friends newsletter.

Training:

Receives training, as needed, on various duties related to the Estes Park Museum Friends & Foundation, Inc. by the Board of Directors.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability

- a. Effective communication skills.
- b. Knowledge or vested interest in the history of Estes Park.
- c. Good standing in the community, that which does not bring discredit to the Estes Park Museum Friends & Foundation, Inc. or the Town of Estes Park.
- d. Ability to maintain positive working relationships with committee members and Town of Estes Park staff.

Supervision Received:

Works under close supervision of Museum Management.

Supervision Exercised:

The Estes Park Museum Friends & Foundation, Inc. manages its fundraising volunteers.

Special Requirements:

As required by the Estes Park Museum Friends & Foundation, Inc.

Experience:

As required by the Estes Park Museum Friends & Foundation, Inc.

2) Other Museum Volunteers

a. Museum Volunteer Research Assistant

Performs professional-level research duties in collections.

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Supervision Received:

Works under general guidance and direction of the Museum Curator of Education/Collections.

ESSENTIAL FUNCTIONS

The following are essential functions. Any one position may not include all of the duties listed:

1. Performs research to respond to public and internal requests using primary and secondary sources in the Museum's collection.
2. Handles all Museum artifacts with regard to proper techniques.
3. Works closely with, and relays results of research to, the Curator of Education/Collections.
4. Performs related duties as assigned.

b. Museum Exhibits Volunteer

Assists the Museum Manager/Curator of Exhibits as needed. Some tasks/projects include:

1. Mounting and hanging text panels.
2. Painting walls.
3. Installation of display objects.
4. Construction of object mounts.
5. Rearranging walls and fixtures to accommodate new exhibits.

The Estes Park Museum hosts three to four temporary exhibits per year. These exhibitions take place in the Main Gallery or the Historic National Park Service Headquarters building. Typically, two to four weeks are designated for taking down an existing exhibit and installing a new one. Volunteers are contacted on an "as needed" basis to help with this process. Volunteers must be able to lift up to 35 lbs. Carpentry skills are preferred, but not necessary. Creativity is encouraged.

Reports to: Museum Manager/Curator of Exhibits

c. Museum Collections Volunteer

Assists the Curator of Education/Collections as needed.

Some tasks/projects include:

1. Scanning photographs and documents into a digital format.
2. Taking photographs of objects.
3. Working with the Past Perfect database.
4. Performing an inventory report on select storage units.
5. Assisting in accessioning new donations.
6. Creating indexes for photograph albums.

Working in the Collections Department of the Museum can take place during staff office hours, which are generally 8 a.m. to 5 p.m. Monday through Friday. Hours are flexible and decided

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upon between the volunteer and curator. Volunteers in Collections must be able to work independently on a pre-arranged project. Attention to details is extremely important. There are several types of projects taking place in Collections. The curator makes every effort to match volunteers with tasks that are interesting for them. This is an opportunity to physically work with the Museum's collection of artifacts that reflect Estes Park's history.

Reports to: Curator of Education/Collections

d. Museum Front Desk Volunteer

Performs a variety of duties at the Estes Park Museum reception desk.

Responsibilities:

1. Greeting Museum visitors.
2. Providing general information about the Museum and exhibits.
3. Selling books and gifts from the Museum Shop.
4. Using a cash register and a credit card machine.
5. Helping to open or close the Museum.
6. Taking phone messages.
7. Assisting the Museum staff as needed.

The Museum is open May through October every day, Monday through Saturday, 10 a.m. to 5 p.m. and Sunday 1 p.m. to 5 p.m. Two volunteer shifts are needed every day but Sunday, when there is one four-hour slot. The morning shift runs from 10 a.m. to 1:30 p.m., and the afternoon shift runs from 1:30 p.m. to 5 p.m. Volunteers should commit to one 3.5-hour shift per week, preferably in the same time slot, but this is not required. Schedules are set one month in advance. Volunteers must call the Museum as early as possible if they cannot come in.

Reports to: Alicia Mittelman, Curator of Education/Collections

Telephone: 970-577-3762. Email: amittelman@estes.org

e. Museum Hydroplant Docent

Serves as tour guide for groups who schedule tours of the Fall River Hydroplant.

Responsibilities:

1. Attending docent training.
2. Familiarization with background information.
3. Giving tours to groups at the Hydroplant.
4. Opening and closing the Museum, including setting the alarm.
5. Assists Museum staff as needed.
6. Selling Hydroplant-related books in the Hydroplant visitor center.
7. Handling cash, checks and receipts.

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The Estes Park Museum is looking for individuals interested in the history of hydropower and the Estes Park area to serve as tour guides for groups who schedule tours of the Hydroplant. Interested people should enjoy talking to groups. Tour guides will be responsible for opening and closing the Hydroplant. Training on opening and closing procedures and history of the Hydroplant and the area will be provided. Volunteers must be punctual and reliable, and must notify the Museum as early as possible if they will not be able to give a scheduled tour. The Historic Fall River Hydroplant is open to the public from the day after Memorial Day through the day before Labor Day under the guidance of the Estes Park Museum and the Town of Estes Park. The Hydroplant is open every day but Monday from 1 p.m. to 4 p.m., and by appointment during the rest of the year.

Reports to: Curator of Education.

f. Museum Hydroplant Volunteer

Provides seasonal staffing of the Fall River Hydroplant.

Responsibilities:

1. Greeting Hydroplant visitors.
2. Providing general information and orientation for the Hydroplant.
3. Making sales using either a cash register or a receipt book.
4. Opening and closing the Hydroplant, including setting the alarm.
5. Answering the telephone.
6. Assisting the Museum staff as needed.

The Historic Fall River Hydroplant is open to the public from the day after Memorial Day through the day before Labor Day. It is operated by the Estes Park Museum and owned by Town of Estes Park. The Hydroplant is open every day but Monday from 1 p.m. to 4 p.m. during the season, and by appointment during the rest of the year. The Estes Park Museum is looking for volunteers who are interested in the history of the Estes Park area, and enjoy talking to people, to staff the Hydroplant for one three-hour shift per week. Volunteers will be responsible for opening and closing the Hydroplant, including arming and disarming the alarm. Training on opening and closing procedures, and on the history of the Hydroplant and the area, will be provided. Volunteers must be punctual and reliable, and must notify the Museum as early as possible if they will not be able to make a shift.

Reports to: Curator of Education

ESTES PARK SENIOR CENTER

1) Estes Park Senior Citizens Center, Inc.

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The purpose of Estes Park Senior Citizens Center, Inc. is to support the Estes Park Senior Center's programs and policies through fund raising activities and the investment and management of endowments or funds received for non-profit purposes. Estes Park Senior Citizens Center, Inc. participates with the Town of Estes Park in providing the current physical facility in which senior citizens in the Estes Park area may meet for social, educational and recreational purposes, and to provide an organization through which senior citizens may be provided with other appropriate services. The Board of Directors manages the business and affairs of Estes Park Senior Citizens Center, Inc.

Authority:

The Board of Directors has the general management and control of Estes Park Senior Citizens Center Inc. and adheres to a set of bylaws and to a Memorandum of Understanding (MOU) with the Town of Estes Park.

Qualifications:

The Directors of Estes Park Senior Citizens Center, Inc. must be members of their Corporation and have an interest in supporting the Estes Park Senior Center and its programs and services. Directors of Estes Park Senior Citizens Center, Inc. fulfill dues established by the Board.

Term:

The Board of Directors will consist of at least nine directors and not more than twelve elected from the Membership at large. Directors will be elected for staggered three year terms such that approximately one-third of the directors' terms will expire each year. Directors will be elected by a majority vote of all members present and voting at the annual membership meeting. Each director will hold office until his or her successor has been elected. Directors will be removable in any manner provided by the Colorado Nonprofit Corporations Act.

General:

Estes Park Senior Citizens Center, Inc. seeks to further its mission and the mission of the Estes Park Senior Center by providing funds for capital improvements, including maintenance of such improvements as appropriate, and other appropriate needs as outlined by the Senior Center Manager and agreed to by the Board of Directors. Estes Park Senior Citizens Center Inc. is responsible for managing its own records such as membership, correspondence and financial reviews and audits.

Supervision Received:

Works under close supervision of Senior Center Management.

Supervision Exercised:

Estes Park Senior Citizens Center, Inc. manages its fundraising volunteers.

ESSENTIAL FUNCTIONS

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The following are essential functions. Any one position may not include all of the duties listed.

Duties:

1. Attend Estes Park Senior Citizens Center, Inc. board meetings and any assigned committee meetings.
2. Actively participate on Estes Park Senior Citizens Center, Inc. standing or temporary Committees.
3. All committees will work in cooperation with the Senior Center Management.
4. Perform various tasks including, but not limited to: development of and participation in fundraising and endowment activities, maintaining and expanding membership base, and active participation in Senior Center events and programs.

Training:

- Receives training, as needed, on various duties related to Estes Park Senior Citizens Center, Inc. by the Board of Directors.
- Receives training, as needed, on various functions of the Estes Park Senior Center from the Senior Center Manager.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Effective communication skills.
- b. Knowledge or vested interest in working with and serving older adults.
- c. Good standing in the community, that which does not bring discredit to Estes Park Senior Citizens Center Inc. or the Town of Estes Park.
- d. Ability to maintain positive working relationships with Estes Park Senior Citizens Center, Inc. members, board and committee members and Town of Estes Park staff.

Special Requirements:

- As required by the Estes Park Senior Citizens Center, Inc.

Experience:

- As required by the Estes Park Senior Citizens Center, Inc.

2) Senior Center Meals on Wheels Drivers

a. Driver Coordinator

Volunteer utilizes a database of meals on wheels volunteer drivers. Volunteer maintains coverage for Meals on Wheels delivery routes using database. This person primarily works from his/her own home computer and telephone.

Supervision Received:

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Works under direct supervision of the Senior Center Manager and/or Program Coordinator.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

The following are essential functions of the volunteer position. Any one position may not include all of the duties listed:

1. Assists staff by maintaining the schedule of volunteers who drive for meal delivery.
2. Utilizes a database of contact information for route drivers.
3. Places and receives phone calls to and from drivers to maintain route coverage.
4. When MOW Driver Coordinator obtains a substitute, he/she emails the Senior Center staff with the substitute name, route and day and date. Coordinator also keeps a paper or written record or calendar of subs as well as keeping the email record.
5. Acts as a substitute meal delivery driver as able (waived for the volunteer who meets the other criteria); follows volunteer description for Meals on Wheels drivers when in that role.
6. Participates in on-going training at Senior Center and via written or email materials such as training packets and informational updates, and honors requests for driver's license and insurance information as needed.
7. Acts as an ambassador for the Town of Estes Park with ethical and appropriate interactions with clients.
8. Offers ideas for improved instructions for route management.
9. When Coordinator is out of town, he/she notifies Senior Center staff. He/she also leaves a message on his/her answering machine with instructions for Meals on Wheels volunteers to call Senior Center staff.
10. Operates a motor vehicle safely and legally.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Ability to safely and legally drive own car and make meal deliveries.
- b. Ability to pass a safe driving record history and if needed, pass a background check.
- c. Ability to use own telephone and answering machine, and use own computer with email/Internet capability.
- d. Extremely reliable and organized with good attention to details.
- e. Knowledge and interest in senior citizen services and sensitivity to disabled population needs.
- f. Ability to establish and maintain effective relationships with senior adults, employees, supervisors and the general public.
- g. Ability to communicate effectively in English, both verbally and in writing.

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Education /Experience:

- Any combination of education and experience is considered.
- Must have safe driving record.

Time Commitment:

This volunteer position requires approximately one to four hours a week.

b. Driver

Drives own car within the Estes Park area to deliver noon meals on wheels to customers of the program.

Supervision Received:

Volunteer works under direct supervision of the Senior Center Manager and/or Program Coordinator.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

The following are essential functions of the volunteer position. Any one position may not include all of the duties listed.

Duties:

1. Arrives at Senior Center in own vehicle between 11:00 a.m. and 11:15 a.m. on assigned route day.
2. Loads coolers and/or food bags into own vehicle and examines route tags for names of recipients on the routes each day.
3. Follows driver instruction sheet to arrive at destinations; offers ideas for improved instructions or directions to homes as needed. The volunteer follows driver instruction sheets and training packets regarding tips for drivers.
4. Places call(s) to MOW Driver Coordinator and/or staff in advance to request substitutes for planned absences.
5. Places call(s) to MOW Driver Coordinator and/or staff to notify of illness or emergency.
6. Participates as a substitute driver as able.
7. Participates in on-going training at Senior Center and via written or emailed materials such as training packets and informational updates, and honors requests for driver's license, background check, and insurance information as needed.
8. Acts as an ambassador for the Town of Estes Park with ethical and appropriate interactions with clients.
9. Operates a motor vehicle safely and legally.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Ability to safely and legally drive own car and make meal deliveries.

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- b. Ability to pass a safe driving record history and if needed, pass a background check.
- c. Ability to use own telephone and answering machine.
- d. Extremely reliable and able to follow a schedule.
- e. Knowledge and interest in senior citizen services and sensitivity to disabled population needs; ability to serve these populations with care and compassion.
- f. Ability to establish and maintain effective relationships with senior adults, supervisors and the general public.
- g. Ability to communicate effectively in English, both verbally and in writing.

Education /Experience:

- Any combination of education and experience is considered.
- Must have safe driving record.

Time Commitment:

This volunteer position requires approximately one to one-and-a-half hours a week per route.

3) Other Senior Center Volunteers

Program Assistant

Performs a variety of program- and event-related tasks for the Senior Center.

Supervision Received:

Volunteer works under direct supervision of the Senior Center Manager and/or Program Coordinator.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

The following are essential functions of the volunteer position. Any one position may not include all of the duties listed.

1. Assists staff with basic organizational and office tasks which may include filing, photocopying, preparing mailings, and distributing flyers, answering telephone, preparing and folding brochures or other office related tasks.
2. Assists staff with basic functions of the program office such as phone calls to participants, data entry and data management, program set-up and clean-up, program, class and trip registrations, participant check-in, and other related tasks.
3. Assists staff with planning and developing programs and day trips.
4. Participates in on-going training.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

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- a. Ability to learn to use Senior Center computer, copier, and printers.
- b. Ability to manage a simple database – either written or computerized or both - of names and addresses, etc.
- c. Ability to use own telephone and answering machine, and use own computer as needed with email/Internet capability.
- d. Extremely reliable and organized with good attention to details.
- e. Ability to communicate effectively in English and ability to use proper grammar skills and an understanding of personal and professional letter writing.
- f. Ability to establish and maintain effective relationships with senior adults, employees, supervisors and the general public.
- g. Ability to maintain confidentiality of private or personal information as it relates to donors, gifts, etc.

Education /Experience:

Any combination of education and experience is considered.

Time Commitment:

This volunteer position requires approximately four to ten hours a week.

Reception Desk Volunteer

Performs a variety of duties at the Estes Park Senior Center reception desk.

Supervision Received:

Volunteer works under direct supervision of the Senior Center Manager and/or Program Coordinator.

Supervision Exercised: None

ESSENTIAL FUNCTIONS

The following are essential functions of the volunteer position. Any one position may not include all of the duties listed.

Duties:

1. Acts as main desk receptionist at the Senior Center to create a welcoming first impression for visitors to the site.
2. Answers phone, takes and delivers messages, directs visitors, welcomes guests, etc.
3. Handles funds for a variety of Senior Center procedures: collects and accounts for money for meals, program fees and /or program tickets, sells meal tickets, etc., using established procedures and methods.
4. Follows established procedures in volunteer training and reference materials.
5. Engages hospitality hosts and staff as needed for greeting new customers.

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6. May assist staff and Senior Center Inc. Board with other basic office tasks as needed such as photocopying, preparing mailings, distributing fliers, and folding brochures.
7. Participates in on-going training and offers ideas for improving customer service at the Senior Center.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Ability to learn to use Senior Center telephones and answering machines.
- b. Ability to work in a fast paced environment and sometimes noisy environment with multiple tasks.
- c. Extremely reliable and organized with good attention to details.
- d. Ability to keep records and account for funds using established procedures.
- e. A good sense of humor, good customer service skills and an outgoing personality are helpful in dealing with large numbers of people.
- f. Ability to communicate effectively in English.
- g. Ability to establish and maintain effective relationships with senior adults, supervisors and the general public.
- h. Must pass background check.

Education /Experience:

Any combination of education and experience.

Time Commitment:

The regular weekly desk volunteer position requires approximately one day a week from 9:00 am to 1:30 p.m. A free lunch is provided for the desk volunteer by the food service contractor. A desk substitute volunteer will be called as needed to fill in for absences.

FAIRGROUNDS/EVENTS

1) Estes Park Western Heritage, Inc.

General:

The purpose of Estes Park Western Heritage Inc. (EPWH), a nonprofit corporation, is to promote the western culture and preserve the western heritage of the Estes Valley by producing and supporting activities for the education and enjoyment of its residents and visitors. EPWH provides support for the Rooftop Rodeo and the Rooftop Royalty Scholarship Fund.

Event Description:

The Rooftop Rodeo is an annual Professional Rodeo Cowboys Association (PRCA) sanctioned event that showcases bareback bronco riding, team roping, saddle bronco riding, tie-down roping, steer wrestling, barrel racing, and bull riding, as well as mutton bustin' and a calf catch for youth. Vendors, behind-the-chutes tours, and entertainment are available

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throughout the event. The Rooftop Rodeo also encompasses the annual breast cancer benefit golf tournament, antique show, and queen's dance, and promotes the sport of rodeo throughout the year.

Authority: The Board of Directors has the general management and control of Estes Park Western Heritage, Inc. and adheres to a set of bylaws and to a Memorandum of Understanding (MOU) with the Town of Estes Park.

Duties: Assists and performs in a variety of assignments in relation to Rooftop Rodeo and works with the Town of Estes Park Events staff to develop, promote, and conduct the annual Rooftop Rodeo.

Supervision Received: Works under the close supervision of Events and Fairgrounds Management.

Supervision Exercised: Supervises sub-committee members as assigned.

MINIMUM QUALIFICATIONS

Estes Park Western Heritage, Inc. is comprised of five membership categories: Active Members, Senior Members, Intern Members, Honorary Members, Junior Members; and the Special Events Manager.

All members shall have:

1. An interest in any aspect of the sport of Rodeo.
2. A commitment to the purpose of the Committee.
3. A willingness to actively assist the Committee in carrying out its purpose and objectives.
4. A commitment to participate in Rooftop Rodeo events and activities.

Membership Criteria

All categories of membership shall be open to anyone eighteen (18) or over (except Junior Members, who are ages eleven (11) through seventeen (17)) who is a resident within Park School District R-3. In addition, up to twenty-five percent (25%) of Active Members may be non-residents of Park School District R-3.

Term: Members will be voted upon by the organization at the August and February Committee Meetings.

ESSENTIAL FUNCTIONS

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The following are essential functions. Any one position may not include all of the duties listed.

Duties:

1. Duties are specific to each position and are described in the bylaws. General duties are to assist and perform in a variety of assignments in relation to the Rooftop Rodeo and work with the Town of Estes Park Events Department to develop, promote, and conduct the annual Rooftop Rodeo.
2. Attend meetings as assigned.
3. Serve on Rooftop Rodeo sub-committees, as assigned per committee.
4. Perform various tasks including, but not limited to: ticket sales; soliciting sponsors; organizing the Royalty program, staff rodeo and rodeo parade; and distributing advertising.
5. Assist with the set-up and tear-down of Rooftop Rodeo and Rooftop Rodeo-related events.

Training:

Receives training, as needed, on various duties related to Rooftop Rodeo.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Effective communication skills.
- b. Good standing in the community, that which does not bring discredit to the Rooftop Rodeo or the Town of Estes Park.
- c. Ability to maintain positive working relationships with members and Town of Estes Park staff.

Special Requirements:

As required by Estes Park Western Heritage, Inc..

Experience:

As required by Estes Park Western Heritage, Inc..

1) Elk Fest Committee

Works directly with the Town of Estes Park Events Department to develop, promote, and conduct the annual Estes Park Elk Fest.

Supervision Received:

Works under close supervision of Events and Fairgrounds Management.

Supervision Exercised:

None

ESSENTIAL FUNCTIONS

The following are essential functions. Any one position may not include all of the duties listed.

Duties:

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1. Ticket sales.
2. Office support.
3. Entertainment/contest organization.
4. Soliciting sponsors.
5. Handing out fliers and advertisements.
6. Set-up/tear-down.
7. Other duties as requested by Events and Fairgrounds Management.

Training:

The volunteer will receive training, as needed, on a variety of duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Ability to attend Elk Fest meetings.
- b. Effective communication skills, written and verbal.
- c. Good standing in the community, that which does not bring discredit to the Elk Fest or the Town of Estes Park.
- d. Maintain positive working relationships with committee members and Town of Estes Park staff.

Special Requirements:

Volunteers must be able to commit to working both days of Elk Fest.

Experience: None required.

2) Wool Market Volunteer

Assists and performs in a variety of assignments in relation to Wool Market.

Supervision Received:

Works under close supervision of Events and Fairgrounds Management, and receives guidance or instruction, as needed, from Wool Market superintendents.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

The following are essential functions. Any one position may not include all of the duties listed.

Duties:

1. Assist in the loading, unloading, and set-up of Wool Market workshop classes.
2. Assist in the registration and/or organization of Wool Market class participants, vendors, and show participants.
3. Assist show superintendents with the organization of score sheets and ribbons.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

4. Provide public with directions and information.
5. Prepare vendor, workshop, and show packets, per Events office direction.
6. Provide instructional demonstrations.
7. Assists Events and Fairgrounds management and superintendents in the selection of workshops and vendors

Training:

Receives training, as needed, on various duties related to Wool Market.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Effective communication skills.
- b. Good standing in the community, that which does not bring discredit to the Estes Park Wool Market or the Town of Estes Park.
- c. Maintain positive working relationships with other Wool Market volunteers and Town of Estes Park staff.

Special Requirements:

As assigned.

Experience:

As assigned.

VISITOR SERVICES

1) Ambassadors of Estes Park

We are volunteers who assist visitors at the Estes Park Visitor Center. Our mission is to provide a warm welcome along with providing, to the best of our knowledge, accurate information to visitors to help them have an enjoyable and memorable time in the Estes Valley.

Duties:

Duties are fully described in the MOU and bylaws; a summary is as follows:

Ambassadors should:

1. Complete Ambassador orientation and on-site training.
2. Attend monthly Ambassador meetings, annual training, and tours.
3. Wear the official Ambassador name tag.
4. Wear red shirt or vest while on duty.
5. Refer to current information on white board, Need to Know Book, & Rocky Mountain National Park board before shift.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

6. Be responsible for obtaining own sub when necessary and report that sub's name to a Visitor Services staff member.
7. Maintain record of volunteer hours.
8. Use only Town-approved materials.
9. Ambassadors who are on the sub-only list are encouraged to attend monthly Ambassador meetings, annual training and tours.
10. An Ambassador shall submit a letter of resignation when he/she decides to leave the Ambassador group.

II. Police Department

1) Police Auxiliary

Assists department with duties as assigned and directed. Serves as a liaison between the department and the community while promoting and incorporating community policing philosophy and practices.

Supervision Received:

Works under the immediate supervision of the Community Services Manager and falls into the structure and supervision of the specific unit they are assisting at any given time.

Supervision Exercised:

None other than what rank within the unit requires.

ESSENTIAL FUNCTIONS

The following are essential functions; the duties listed are not intended to be an exhaustive list of responsibilities or qualifications. As volunteers, the Auxiliary Members will need the ability to discern and perform other duties as requested and as program design and changes dictate, and as their willingness allows.

Duties:

1. Follow Estes Park Police Department Auxiliary Manual, including annual volunteer hour requirement.
2. Follow Chain of Command as established in Auxiliary Manual and Estes Park Police Department Policy Manual.
3. Dependably and punctually assist with special events, large scale incidents, or investigations.
4. Serve as extra "eyes" and "ears" for Estes Park Police Department, as ambassador and liaison between department and community.
5. Assist with projects/activities as outlined in Auxiliary Manual while maintaining flexibility and responding, when possible, to department and community needs.
6. Deploy Traffman and assist with traffic studies responsibly.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

7. Loyally maintain confidentiality for cases, persons, and circumstances involved with department.

Training:

Receives training as follows:

1. Town and departmental policies and procedures, as it relates to Auxiliary Unit and special assignments.
2. Police Auxiliary Manual and Policy.
3. Auxiliary Academy.
4. Citizen's Police Academy.
5. All items outlined and required in Police Auxiliary Manual, pertaining to level system and advancement, including mentoring.
6. Monthly in-service trainings.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Effective communication skills in both written and verbal forms in English.
- b. Good standing in community, that which does not bring discredit to the Auxiliary Unit, the Estes Park Police Department, or the Town of Estes Park.
- c. Maintain positive working relationships with Auxiliary members, Auxiliary Command Staff, and department employees, resolving all potential conflicts so that there will be no hindrance in accomplishing work goals.
- d. Ability to work effectively with widely diverse groups and individuals.
- e. Effective public speaking skills and abilities.
- f. Maintain phone and email capabilities for communication with unit.
- g. High level and demonstration of trustworthiness to access police building and records, as needed, particular to assigned cases.
- h. Ability to work effectively with other law enforcement agencies and professionals within the community.
- i. Possess ability to multi-task, converse appropriately on the phone and in person, while demonstrating flexibility and orderliness as it applies to organization skills and tasks.

Special Requirements

1. Be at least 21 years old.
2. Have completed or be willing to complete Citizen's Police Academy.
3. Be capable of standing or walking for four hours.
4. Satisfactorily (according to Unit Command and Department Command Staff) complete background investigation, ultimately determined by Chief of Police.
5. No felony convictions and no outstanding warrants.
6. Have an acceptable record as it relates to overall criminal and community involvement that would promote acceptance by unit, employees, and community.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

7. Successfully complete Auxiliary Unit admission interview and be chosen to serve by the panel and ultimately the Chief of Police.

a. Police Chaplain

Assists department employees or volunteers with pastoral needs; aiding in the understanding of life events as they relate to their spiritual and emotional well-being; providing spiritual support to the law enforcement community of Estes Park.

Supervision Received:

Works under the immediate supervision of the Community Services Manager and falls into the structure and supervision of the specific unit they are assisting at any given time; while participating as a part of the Auxiliary Police Unit.

Supervision Exercised:

None other than the designated "Head Chaplain" will assist in decision making, give voice as to bringing on new Chaplains or letting go of current Chaplains and relaying of information to other Chaplains as needed and/or requested.

ESSENTIAL FUNCTIONS

The following are essential functions; the duties listed are not intended to be an exhaustive list of responsibilities or qualifications. As volunteers, Chaplains will need the ability to discern and perform other duties as requested and as program design and changes dictate, and as their willingness allows.

Duties:

Performs duties as follows:

1. Follow Estes Park Police Department Auxiliary Manual and Police Auxiliary Policy as it relates to Chaplain program.
2. Respect and follow Chain of Command as established in Auxiliary Manual and Estes Park Police Department Policy Manual.
3. Dependably and punctually assist with special events, large scale incidents, or investigations when called and circumstances allow.
4. Serve as extra "eyes" and "ears" for Estes Park Police Department, as ambassador and liaison between department and community.
5. Spend a minimum of four hours per month with police employees and volunteers.
6. Build positive and effective relationships with all police personnel so that they will engage when needed.
7. Participate in pastoral care for employees and volunteers and their families.
8. Loyal maintain confidentiality for cases, persons, and circumstances involved with department.
9. Focus on assisting police personnel in coping with trauma associated with their work and helping employees avoid depression, post-traumatic stress disorder and other similar conditions.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

10. Make recommendations of other resources to employees/volunteers.

Training:

Receives training as follows:

1. Town and departmental policies and procedures, as it relates to Auxiliary Unit and special assignments.
2. Police Auxiliary Manual and Policy.
3. Auxiliary Academy when possible.
4. Citizen's Police Academy.
5. Monthly in-service trainings offered but not required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability

- a. Effective communication skills in both written and verbal forms in English.
- b. Good standing in community, that which does not bring discredit to the Auxiliary Unit, the Estes Park Police Department, or the Town of Estes Park.
- c. Maintain positive working relationships with Auxiliary members, Auxiliary Command Staff, and department employees, resolving all potential conflicts so that there will be no hindrance in accomplishing work goals.
- d. Ability to work effectively with widely diverse groups and individuals.
- e. Effective public speaking skills and abilities.
- f. Maintain phone and email capabilities for communication with unit.
- g. High level and demonstration of trustworthiness to access police building and records, as needed, particular to assigned cases.
- h. Ability to work effectively with other law enforcement agencies and professionals within the community.
- i. Possess ability to multi-task, converse appropriately on the phone and in person, while demonstrating flexibility and orderliness as it applies to organization skills and tasks.

Special Requirements

1. Be at least 21 years old and be ordained as a minister.
2. Have completed or be willing to complete Citizen's Police Academy.
3. Be capable of standing or walking for four hours.
4. Satisfactorily (according to Unit Command and Department Command Staff) complete background investigation, ultimately determined by Chief of Police.
5. No felony convictions and no outstanding warrants.
6. Have an acceptable record as it relates to overall criminal and community involvement that would promote acceptance by unit, employees, and community.
7. Successfully complete admission interview and be chosen to serve by the panel and ultimately the Chief of Police.

b. Police Front Window/Customer Service Volunteer

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

Provides the public with general information and assistance with regard to questions concerning the community of Estes Park, municipal layout and the Estes Park Police Department. The volunteer will be responsible for connecting the public with the appropriate resource employees within the department, such as police, dispatch, and records or with others outside the department when appropriate.

Supervision Received:

Works under the immediate supervision of the Community Services Manager, outside of other volunteer teams. In the absence of the Community Services Manager, volunteer may ask other employees and volunteers for assistance as needed.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

The following are essential functions; the duties listed are not intended to be an exhaustive list of responsibilities or qualifications. As volunteers, the Auxiliary Members will need the ability to discern and perform other duties as requested and as program design and changes dictate, and as their willingness allows.

Duties:

Performs duties as follows:

1. Remains friendly and positive while providing basic information to the public.
2. Diligently and benevolently explores resource options for individuals who come to the window in need.
3. Identifies the proper employee or volunteer to be of further service and follows through with alerting that individual to need and connecting the public.
4. Understands forms and location in order to provide them when needed.
5. Completes lost and found property reports as requested.
6. Receive payment for preliminary breath tests (PBTs) and notify necessary personnel to perform them.

Training:

Receives training as follows:

1. Applicable community information, location of resources, and resource manual. Maps and community/building layout.
2. Town and departmental policies and procedures, as it relates to Front Window/Receptionist responsibilities.
3. Location and information regarding various forms that are frequently requested.
4. Receipt and accounting information required to collect fees for PBTs and Records requests.
5. Use of copy machine, phone, and other office equipment as needed.
6. Roles within the police department in order to identify employees/volunteers to be of further assistance to the public request.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

7. Use and distribution of appropriate forms as they relate to needs of the public.
8. Lost and found property reports procedures and documentation.
9. How to ask and record vital information that will be requested by dispatch and/or police officers.
10. PBT administration and payment procedures.
11. Records requests information and payment procedures.
12. Animal issues and response mechanisms.
13. Citations in order to explain/answer simple questions.
14. Driver's license information.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Effective communication skills in both written and verbal forms in English.
- b. Good standing in community, that which does not bring discredit to the Estes Park Police Department or the Town of Estes Park.
- c. Maintain positive working relationships with other volunteers and employees of the Estes Park Police Department and Town of Estes Park so that there will be no hindrance in accomplishing work goals.
- d. Ability to work effectively with widely diverse groups and individuals.
- e. Effective public speaking skills and abilities.
- f. Maintain phone and email capabilities for communication with other volunteers and the Community Services Manager.
- g. High level and demonstration of trustworthiness to access police building.
- h. Ability to work effectively with public and community professionals.
- i. Possess ability to multi-task, converse appropriately on the phone and in person, while demonstrating flexibility and orderliness.
- j. Remain focused and specific as to role within the department, providing as little distraction as possible in the crowded work environment.

Special Requirements

1. Be at least 21 years old.
2. Satisfactorily complete background investigation, ultimately determined by Chief of Police.
3. No felony convictions and no outstanding warrants.
4. Have an acceptable record as it relates to overall criminal and community involvement that would promote acceptance by unit, employees, and community.
5. Successfully complete admission interview and be chosen to serve by the panel and ultimately the Chief of Police.
6. Must sign and comply with confidentiality statement.

2) Estes Valley Restorative Justice Partnership, Inc.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

The Estes Valley Restorative Justice Partnership, Inc. is a Colorado nonprofit corporation. It exists to reduce crime and disorder by applying the principles of Restorative Justice. In doing so, the project seeks to improve victim services, reduce arrest, reduce repeat offending, and allow community members to have a more visible role in our justice process. The Board of Directors for the corporation is responsible for policy. The Board of Directors is responsible for program in cooperation with the Executive Director and the Estes Park Chief of Police. The corporation is not involved with program operations. The Executive Director is a Town of Estes Park employee. The Chief of Police supervises the Executive Director.

3) Volunteer Restorative Justice Facilitator

- Coordinates and facilitates Community Group Conferences and Community Circles processes as assigned by the Restorative Justice Case Manager.
- Works directly with offenders, parents of juveniles, victims of crime, and the greater community.
- Coordinates and meets with various community groups, human service entities, schools, local government officials, law enforcement agencies, county government officials, court systems and others as each case determines or at the request of the case manager, in an effort to increase participation and bring the right people to the conference/circle.

Supervision Received:

Works under the immediate supervision of the Restorative Justice Case Manager and the general supervision of the Community Services Manager.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

The following are essential functions; the duties listed are not intended to be an exhaustive list of responsibilities or qualifications. As volunteers, the facilitators will need the ability to discern and perform other duties as requested and as program design and changes dictate.

Duties:

1. Follow Estes Valley Restorative Justice Partnership policy and procedure as outlined in Estes Park Police Department Policy and throughout Facilitator Training.
2. Enthusiastically promote programs and principles of Restorative Justice within the community, Estes Park Police Department, and Estes Valley Restorative Justice Partnership.
3. Punctually and thoroughly contact offenders and victims of crime to explain process and set up pre-conference, conference, and post-conference meetings. Follow-through meetings with compassion and tolerance, diligently completing all paperwork required.
4. Maintain confidentiality and apply discretion when, how, and to whom personal information is shared regarding victims, offenders, and community participants, in an effort to build a conference or circle.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

5. Sincerely maintain neutral demeanor during circle process, regardless of level of conflict, and direct all types of personalities and opinions to a common purpose with the goal of satisfactory resolution for all participants.
6. Exhibit high level of tolerance and self-control for wide range of human emotion, behavior, and background. Following Town of Estes Park Anti-Discrimination policy; treat all people with fairness, respect, and dignity.
7. Serve as mentor and example to program participants; using resources and knowledge to assist in solutions to individual and community issues.
8. Dependably perform other duties as assigned by the Restorative Justice Case Manager, Community Services Manager, Chief of Police, or Estes Valley Restorative Justice Partnership Board of Directors.

Training:

1. Town and departmental policies and procedures, as it relates to restorative justice and/or volunteers.
2. Restorative Justice 501(c)(3) policies and procedures.
3. Community Group Conference facilitator training.
4. Circle Keeper training (Community Circles program specific).
5. Monthly trainings at team meetings.
6. Juvenile and Adult Justice Systems.
7. Restorative Discipline processes.
8. All other training deemed relevant for this position.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- a. Effective communication skills in both written and verbal forms required in English (bilingual English/Spanish appreciated).
- b. Good standing in community, that which does not bring discredit to the facilitator team, Estes Valley Restorative Justice Partnership programs or the Estes Park Police Department.
- c. Maintain positive working relationships with co-facilitators, board members, and department employees, resolving all potential conflicts so that there will be no hindrance in accomplishing work goals.
- d. Ability to work effectively with widely diverse groups.
- e. Effective public speaking skills and abilities.
- f. Humbly apply conflict resolution skills in own life and relationships.
- g. Maintain phone and email capabilities for communication with staff and clients.
- h. High level and demonstration of trustworthiness to access police building and records, as needed, particular to assigned cases.
- i. Ability to work effectively with other law enforcement agencies and professionals within the community.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

- j. Possess ability to multi-task and converse appropriately on the phone and in person, while demonstrating flexibility and orderliness as it applies to organization skills and tasks.

Special Requirements:

- Current and thorough knowledge of Restorative Justice principles.
- Ability to maintain control and practice discernment over potentially emotional situations.
- Ability to deal with information in a confidential manner.
- Must successfully pass a background check as determined by Chief of Police.

Education:

Bachelor's Degree Preferred; or the equivalence of experience and training. High School education required.

Policy: Volunteer Manual
 Date: 09/11/2012
 Adopted Date: 09/11/2013

APPENDIX B VOLUNTEER FORMS

Volunteer Written Notification of Injury

**NATIONAL UNION FIRE
 INSURANCE COMPANY**
MAIL CLAIM FORM TO:
MAKSIN MANAGEMENT CORP.
P.O. BOX 2648
CAMDEN, NJ 08101-2648
(800) 257-6250
www.maksin.com

NOTIFICATION OF INJURY

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Reference Number

FOR OFFICE USE	
Policy Number	AMA0091860
Coverage Code	

FORM MUST BE COMPLETED IN FULL & MAILED TO OUR OFFICE WITHIN 90 DAYS FROM THE DATE OF THE ACCIDENT

PART I – ACCIDENT REPORT					
1A. Name of Organization			1B. Name of Team		
2A. Name of Claimant (Last)		(First)	(Middle Initial)	2B. Social Security No.	2C. Birthdate
2D. Sex					
3. Nature of Injury (Please describe fully indicating what part of body was injured – e.g. broken arm, sprained ankle, etc.)					
4. Describe how accident occurred. (Please provide all details.) MUST BE A BODILY INJURY DUE TO AN ACCIDENT.					
5A. Did Accident Occur:		Yes	No	5B. a) Date of Accident	
a) while the claimant was supervised?		<input type="checkbox"/>	<input type="checkbox"/>	5C. Name of Activity	
b) during sponsored activity?		<input type="checkbox"/>	<input type="checkbox"/>		
c) during programmed hours?		<input type="checkbox"/>	<input type="checkbox"/>		
d) on activity premises?		<input type="checkbox"/>	<input type="checkbox"/>		
e) while travelling directly and uninterruptedly to or from a regularly scheduled activity in a supervised group?		<input type="checkbox"/>	<input type="checkbox"/>	5D. (Check One)	
				<input type="checkbox"/> Member/Player <input type="checkbox"/> Coach <input type="checkbox"/> Manager	
				<input type="checkbox"/> Other	
5E. Name and Title of Supervisor					

6A. _____		6B. _____		6C. _____	
Signature of Coach, Manager or Delegated Authority		Title		Date	

PART II – TO BE COMPLETED BY PARENT/GUARDIAN OR CLAIMANT (IF ADULT)			
1A. Name of Father/Guardian or Claimant (if adult) <input type="checkbox"/> None	1B. Social Security No.	1C. Address/City/State/Zip	1D. Phone Number
2A. Name of Mother/Guardian or Spouse (if adult) <input type="checkbox"/> None	2B. Social Security No.	2C. Address/City/State/Zip	2D. Phone Number
3A. Name of Father/Guardian's or Claimant's (if adult) Employer <input type="checkbox"/> None	3B. Address/City/State/Zip of Employer		3C. Phone Number
4A. Name of Mother/Guardian's or Spouse's (if adult) Employer <input type="checkbox"/> None	4B. Address/City/State/Zip of Employer		4C. Phone Number
5A. List all Insurance Company(ies) under which the claimant is insured <input type="checkbox"/> None	5B. Policy Number(s)	5C.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	

Affidavit: I verify that the above information regarding insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws.

Signature of Parent/Guardian or Claimant (if adult) Date

Authorization: I hereby authorize any physician or hospital who has treated or attended to the above claimant to furnish the insurance company or its representative any information requested. A photocopy of this authorization is to be considered valid.

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

Volunteer Background Check

I am applying for a position with the Town of Estes Park.

I am volunteering for the _____ department.

*** PLEASE PRINT NEATLY ***

Legal Name: _____
 First Middle Last Maiden

Driver's License #: _____ State: _____

Social Security #: _____

Date of Birth: _____

I authorize the town of Estes Park to conduct a criminal background investigation with the understanding that any felony conviction found will become a matter of public record. I further understand and acknowledge my rights under federal privacy laws, including the Privacy Act of 1974 with respect to access and disclosure of information and hereby waive such rights with the understanding that any and all information furnished will only be used in connection with consideration of this application.

Signature: _____ Date: _____

For internal staff use

CBI check performed by: _____

Date CBO check performed: _____

Results of check:

Policy: Volunteer Manual
Date: 09/11/2012
Adopted Date: 09/11/2013

Town of Estes Park
Board and Committee Appointment Procedure
January 12, 2009
Revised November 2011

1. Notify the Administrative Services Department (Town Clerk/Human Resources) there is an opening.
2. Draft an announcement detailing responsibilities and closing date, forward to Administrative Services for review.
3. Once the announcement has been approved, Human Resources will advertise in the newspapers and post on the Town's website.
4. Human Resources will log applications and send a letter of receipt to the applicant.
5. Human Resources will perform background checks on the applicant as required by the Town's volunteer manual.
6. Applications will be forwarded to the appropriate department for review and to conduct an interview process.
7. Applications that are not considered will be returned to Human Resources for follow up letters.
8. Notify Administrative Services with the name(s) of the individual(s) that have been selected for the appointment to the Board/Committee. The appointment will be placed on the appropriate Town Board agenda for approval.
9. Once the applicants have been approved by the Town Board an appointment letter will be sent to the appointee(s).
10. All original paperwork will be returned to Administrative Services for retention.

Policy: Volunteer Manual
Date: 09/11/2012
Adopted Date: 09/11/2013

FOR OFFICIAL USE ONLY: Date Received _____

TOWN OF ESTES PARK VOLUNTEER APPLICATION

Position Applied For: _____

INSTRUCTIONS: Please complete this application in its entirety. Type or print legibly and accurately. No action will be taken on this application until all questions have been answered. If the space provided is not adequate, add another page and identify the additional information by item number. Resumes may be submitted as additional detail but not in place of information requested.

Name (Last, First, Middle)		
Other names by which you are (or have been) known:		
Mailing Address (include City, State, Zip):		
Home Address (if different than mailing address):		
How long have you resided at the address listed?		
Prior address(es) and length of residence if you've lived at the address listed above for less than 4 years:		
Home Phone:	Cell Phone:	Email Address:
Current Employer:	Address of Current Employer:	
Current Position:	Length of Current Employment:	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		How did you hear about this position?
If previously employed by the Town of Estes Park, list dates and position(s):		
Do any relatives work for the Town of Estes Park? <input type="checkbox"/> Yes <input type="checkbox"/> No		List Name(s) and Relationship:
Highest Grade Completed:	College and Degree/Major:	Trade School or Licenses/Certifications:
Are you currently serving on another Town of Estes Park Board or Committee? <input type="checkbox"/> Yes <input type="checkbox"/> No List:		

Policy: Volunteer Manual

Date: 09/11/2012

Adopted Date: 09/11/2013

To insure a safe environment exists for Town volunteers, Town employees and citizens, anyone interested in becoming a Town volunteer is required to undergo an application and selection process. In addition, any volunteer who will 1) handle money; 2) work with youth; 3) work with seniors; 4) operate a motor vehicle as part of Town operations; or 5) handle confidential information will be required to undergo a background check to be administered by the Town's Human Resources. All volunteers for the Police Department are required to undergo a comprehensive background check administered by the Police Department. For Town Board-appointed Board or Committee applicants, background checks will be administered for finalists only.

TO BE COMPLETED BY STAFF:

This position involves one or more of the following and therefore requires a background check:

Handling Money Working with Youth Working with Seniors Operating a Motor Vehicle as part of Town operations Handling Confidential Information Volunteering for the Police Department

Please read the following, date and sign this application. Date of Birth and Social Security Number are required to conduct the criminal background check. I certify that the facts and statements contained in this volunteer application and background check are true and correct. I further understand that false statements shall be sufficient cause for rejection of this application. I further certify that I have not been convicted of a felony under the laws of Colorado or in another jurisdiction. If required for this position, I authorize the Town of Estes Park to conduct a criminal background investigation with the understanding that any felony conviction found will become a matter of public record. I further understand and acknowledge my rights under federal privacy laws, including the Privacy Act of 1974 with respect to access and disclosure of information, and hereby waive such rights with the understanding that any and all information furnished will only be used in connection with consideration of this application. If I become a board member, this form will be valid for the period of my term.

Signature: _____ Date: _____ DOB: _____ SS# _____

November 2, 2011



Town of Estes Park
Vehicle Accident Review Form

TO BE COMPLETED BY DRIVER INVOLVED IN ACCIDENT

Driver Name: _____ Assigned Department:

Date, Time and Location of Accident _____

Description of the accident (including who was involved, how did it happen, what was the cause)

What could you have reasonably done to prevent this accident?

What else could be done to prevent similar accidents in the future?

Driver Signature: _____ Date: _____

TO BE COMPLETED BY DRIVER'S SUPERVISOR

I have reviewed this accident with the driver involved and have the following comments:

Supervisor Signature: _____ Date: _____

Upon completion submit to the HR department. Per the Vehicle Accident Review Policy within 30 days of an on-the-job accident the driver must be evaluated per the Town's Driver evaluation policy.



Town of Estes Park
Vehicle Accident Review Form

TO BE COMPLETED BY ACCIDENT REVIEW COMMITTEE

The Committee has reviewed this accident in accordance with our Vehicle Accident control program and has found that it should be judged:

- Preventable Non-Preventable

Consideration of the facts indicates the following action should be taken to prevent such accidents in the future:

Date: _____

Signature: _____ Position: _____