



City of Newcastle

Community Group Volunteer Guide

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1. City Volunteer Program Overview

Volunteering is a great way to have fun, give back, and learn more about your community! The City of Newcastle recognizes the importance of volunteerism and the significant role it plays in providing a richer quality of life for the Newcastle community. Newcastle has volunteer opportunities available for groups and individuals of diverse talents, ages, and interests.

2. Staff Contacts

Management of Program

Wendy Kirchner, Community Activities Coordinator, is the staff person with the City who oversees the city's management of volunteers in all departments. She may be reached at wendyk@ci.newcastle.wa.us or 425-444-4143 x142.

Assigned Volunteer Coordinator

Many projects will require a designated City staff member, other than Wendy Kirchner, charged with ongoing support to the group. This assigned volunteer coordinator:

- Serves as the staff contact to the group for that specific project
- Reviews project details with the volunteer group leader
- Ensures all the group's required documents are reported to Wendy Kirchner

Questions related to policies, procedures, or volunteer assignments should be directed to Wendy Kirchner.

3. Community Volunteer Groups

Newcastle is fortunate to have several Community Groups who have a desire to coordinate volunteer projects with the City.

- These group organized projects are citizen led and volunteer based.
- The City of Newcastle acts as a resource to these groups and their efforts may be in coordination with those of the City's.
- Groups the City works with include Newcastle Trails, Weed Warriors, Scout Troops, Newcastle Historical Society, and Neighborhood Associations.

4. Organizing a Volunteer Project

Groups are required to fill out and turn in, the following **three** documents to their Assigned Volunteer Coordinator or Wendy Kirchner, prior to each project:

City of Newcastle Project Statement of Commitment

Contains Scope of Services – description & location of project, timeline, requested materials & resources, project leader, staff contact (if relevant)

- Ensures funds are available to support the project
- The City uses this information for volunteer recognition and reporting the accomplishments of the volunteer groups

City of Newcastle Organizational Volunteer Service Agreement

- Group responsibilities agreement
- Signed by organization leader

Liability Insurance

Groups must have liability Insurance and provide proof. This requires the group providing the volunteers to hold harmless, defend and indemnify the City from any claims by the volunteers or liability caused by the volunteers. *All volunteers 14 and over are covered by Labor & Industry (L & I).*

*If a group does NOT have insurance, they will either be treated as individual volunteers with a staff supervisor, or be required to request an **Insurance Waiver** from the City. Each volunteer with a group will sign a **City Volunteer Liability Release Sign-In** sheet indemnifying the City from any claims.*

5. Recruiting & Supervising Volunteers

For organized volunteer projects, the group recruits volunteers and provides adequate on-site supervision. The City provides overall supervision of the project.

Volunteer ages – The City strongly recommends against using volunteers under 14 years of age due to the level of supervision necessary. Organizations whose membership consists of children under this age should be required to provide proof of liability insurance, and provide all the necessary adult supervision needed to perform the activity safely.

6. Scope of Project for Volunteers - Prior to a volunteer project

- Provide volunteers with a description of duties and scope of project so there is complete understanding of expectation of their service.
- Clearly identify the essential job functions volunteers are authorized to perform.
- Provide information on location description and directions, parking details, amenities, and supplies you will provide or they would need to bring.

7. Safety Orientation – On project site, day of

- Go over any safety procedures pertinent to project.
- Include proper usage of tools, area hazards, proper lifting techniques, and location of nearest bathroom, water, and first aid supplies.
- Remain on-site and monitor project, document project with photos if possible.

8. Recording Volunteer Hours

- Each volunteer in the group will record his/her hours on a daily basis on a designated **City Volunteer Liability Release Sign-In** sheet. To ensure appropriate L & I coverage is maintained for volunteers, it is important that all volunteer service hours are recorded. *Additionally the City uses this information for volunteer recognition.*
- **Sign-in sheets are to be turned in to Wendy Kirchner after each project is complete.**

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For additional questions or information, contact Community Activities Coordinator Wendy Kirchner at wendyk@ci.newcastle.wa.us or 425-444-4143 x142.