



Park Lawn Volunteer Program

10833 S. LaPorte Oak Lawn, IL 60453 • Phone: 708-425-6867 Fax: 708-229-9325 • www.parklawn.com

PURPOSE:

To implement a procedure on the recruitment and training of volunteers that abides with Park Lawn's mission statement and the regulations of our various funding and licensing agencies.

GENERAL GUIDELINES FOR ALL VOLUNTEERS:

1. Any person interested in volunteering for Park Lawn must submit an application in person or show interest on the website at www.parklawn.com/getinvolved.
2. Once an application is made for volunteerism the individual will be asked to attend a meet and greet with the Volunteer Manager and Human Resource Representative in regards to their interests in volunteering. This does not apply to Volunteer II.
3. All potential applicants will be presented to the Park Lawn Volunteer Committee by the Volunteer Manager and Human Resource Representative on a monthly basis for approval to work with the agency. The Park Lawn Volunteer Committee consists of the Volunteer Manager, Human Resource Representative and the Directors of Development and Human Resources. This does not apply to Volunteer II.
4. Once approved by the Volunteer Committee, entry into the volunteer program will consist of the completion of all required paperwork.
5. All approved volunteers will be placed in a specific group based on their interest or previous work experience.
6. Volunteers will not provide intimate personal care, such as bathing, toileting, transferring (lifting from chair to bed or wheelchair to stationary chair) or dressing any participants receiving services from Park Lawn.
7. Volunteer I and III services will begin with attending training in abuse and neglect and an introduction to developmental disabilities within the first month of service to Park Lawn. Training will be ongoing as required.
8. **Volunteers under the age of 18 years** will not be allowed to work directly with individuals outside of large groups (events) or attend any community based activities. Ex: bowling. All of the event activities must be under the supervision of Volunteer Manager and / or the Human Resource Representative and / or the assigned Park Lawn Event Coordinator. This category volunteer will not be required to have a background check completed before services are rendered. Training and paperwork are required.
9. **Volunteers 18 years or over** with a validated background check can give services to individuals in any of Park Lawn programs. These individuals must always be monitored or under the supervision of Volunteer Manager and / or the Human Resource Representative and / or the assigned Park Lawn Event Coordinator.
10. Volunteers are not to assume the essential duties of any professional staff (QSP, Nurse, etc.) or certified Direct Support Person.
11. Volunteers are not to become involved in any behavioral management techniques that requires restraint or aversive techniques for any Park Lawn participants.

12. All volunteers will be required to sign in and sign out at the assigned location. The completed sign-in sheet will be forwarded to the Volunteer Manager.
13. All volunteers will be requested to submit a calendar of their available time to the Volunteer Manager on a weekly or bi-weekly basis. Volunteers will only work when scheduled and with the knowledge of the area manager.
14. All Volunteer I category will sign an agreement prior to initiating services which will include a description of duties and expectations.

Volunteer Categories

Volunteer I

Direct Volunteer
Skilled Volunteer
Intern

Volunteer II

Client Based Event Assistant
Fundraising / Special Event Assistant

Volunteer III

Student Service Participants
Work Study Participant