



North County Cemetery District (“NCCD”)

Volunteer Program Guidelines

Application Process and Liability Waiver

Individuals wishing to volunteer in an ongoing volunteer position (the “Activity”) must complete a North County Cemetery District Volunteer Waiver Form. These applications contain the Liability Waiver to which volunteers agree. Applications are submitted to the NCCD Volunteer Coordinator. Interviews or site meetings may be required, depending on the volunteer position or project.

Age Requirements and Parent/Legal Guardian Permission

There are volunteer opportunities with NCCD for all age groups. Each opportunity or event will state any minimum age requirements for volunteering in that capacity. For opportunities open to volunteers under age 18, parent/legal guardian permission will be required, either through a Parent Permission Form or the parent/legal guardian signing in on the [Sign-In Sheet]. Volunteers under the age of 13 require a parent or guardian to accompany them.

Discrimination

NCCD prohibits discrimination on the basis of race, color, gender, national origin, ancestry, age, disability, marital status, or sexual orientation.

Orientation/Training

For one-time volunteer opportunities, volunteer shifts begin with demonstrations or training for the duties required. The Lead Volunteer Staff in the program area provides orientation and training for ongoing volunteer positions.

Volunteer Supervision

NCCD is committed to providing a safe and supportive environment for volunteers. A designated committee-appointed Lead Site Volunteer will supervise all volunteers within the program area that they are placed. The Lead Site Volunteer coordinates assigned tasks, tools, and supplies used by the Volunteers to accomplish their role. The Lead Site Volunteer is responsible for the volunteer sign-in process, ensuring Parent Permission Forms are collected from minors, and providing the volunteers have adequate training and support to perform their function. Lead Site Volunteer staff are also there to respond to problems or concerns that may arise. Volunteers should not perform volunteer work without Lead Site Volunteer supervision.

Volunteer Expectations

- Volunteers must not be impaired due to alcohol or drugs.
- All City parks and facilities are smoke-free.
- Respectful treatment of patrons and staff.
- Dress codes may apply to certain volunteer positions; check with the program area supervisor for guidance. When performing outdoor labor, volunteers must wear closed toe shoes and appropriate protective clothing.
- Volunteers are encouraged to take breaks and stay hydrated when working outdoors.
- Volunteers must notify staff immediately if encountering an unsafe situation.

Volunteer Use of Tools

NCCD has implemented guidelines for the tools that may be used by volunteers. Please refer to the List of Approved Tools and Equipment for Volunteer Use document for guidance on what hand tools are allowed during basic volunteer service in our parks and facilities. NCCD does not provide power tools for volunteer use.

Injury/Incident Reporting

Report any injury, accident, or incident while volunteering to the onsite Lead Site Volunteer immediately. If the Lead Site Volunteer is not onsite, report the incident to the Recreation Volunteer Coordinator within 24 hours to process the Incident Report. If the injury or accident is an emergency, call 911. The Lead Site Volunteer must fill out an Incident Report or Conduct report and submit it to the Recreation Coordinator within 24 hours. If a volunteer is injured during the course and scope of their volunteer services to North County Cemetery District, they will be covered under the Special District Risk Management Authority (SDRMA).

Media Requests

If you are approached by a member of the media regarding a District matter, refer them to the NCCD General Manager (760) 745-1781. Volunteers are not authorized to speak on behalf of NCCD regarding cemetery matters.

Right of Publicity

The NCCD reserves the right to photograph facilities, activities, and program participants for potential promotional use. All photos will remain the property of NCCD and may be used for publicity or promotion purposes only. If you or anyone in your family should not be photographed, please contact the Volunteer Coordinator.

Feedback, Concerns, and Comments

If you have comments or suggestions to improve your volunteer placement or experience or concern about something, bring these issues to the Volunteer Coordinator at the earliest possible time. Volunteer feedback is welcome at any time.

Resignation

To voluntarily end your volunteer commitment with North County Cemetery District, please inform the Volunteer Coordinator as soon as possible.

Termination/Separation

Dismissing a volunteer is rare but sometimes is required to protect volunteers, staff, and citizens. These behaviors will result in termination:

- Theft, misuse, destruction, or defacement of property;
- Inappropriate behavior toward visitors, program participants, other volunteers, or staff;
- Working under the influence of alcohol or illegal drugs;
- Possession of weapons or illegal drugs at a volunteer work site;
- Excessive tardiness or repeated unexcused absences;
- Excessive failure to perform assigned or agreed upon duties or follow directions given by staff supervisor.

NCCD reserves the right to terminate any volunteer who does not adhere to NCCD policies and procedures or fails to perform their volunteer assignments satisfactorily. NCCD may elect to separate volunteers if the District determines there is no longer a benefit or need for the service.

Contacts

Edward Serna

Address: 2640 Glenridge Road, Escondido, CA 92027

E-mail: e.serna@northcountycd.net

Phone: 760-745-1781

- Non-Emergency Police (760) 839-4722