

# Procedures for Volunteers at the Conservatory

The following procedures are to be followed concerning Conservatory volunteers.

## **Volunteer Management**

Volunteers who work at the Conservatory are managed by the Volunteer Coordinator who is a staff member of the Friends of the Oak Park Conservatory. This paid employee of the Friends is responsible for the recruitment, orientation, training and tracking of all volunteers. This function is performed in cooperation with the Conservatory Manager and Park District staff.

## Volunteer Application & Selection

If an individual wishes to volunteer to work at the Conservatory, the individual must:

- Complete an application form
- Meet with the Volunteer Coordinator to receive an overview of volunteer assignments
- Submit to and pass a background check
- Sign the Volunteer Waiver
- Commit to a minimum of 3 hours per week of volunteer time

## Orientation & Training

When a volunteer is assigned to work anywhere in the Conservatory, the volunteer will be given and must read the Volunteer Manual. Additionally, job specific training will be conducted by the Conservatory staff where appropriate.

## Reporting

A monthly report of volunteer names, duties and hours must be made to the Park District of Oak Park.

*Conservatory management of volunteers will follow the Park District of Oak Park's approved organizational procedures for volunteers in all other matters.*