



## ESSEX COUNTY GREENBELT ASSOCIATION Volunteer Policies and Waiver

Thank you for your interest in volunteering for Greenbelt. As a volunteer, you play a key role in Greenbelt's success. The following has been prepared to help ensure that your volunteer service is safe and positive for you and everyone seeking to enjoy the Greenbelt experience.

**Project Direction:** You will work under the direction of a project leader who will be either a Greenbelt staff member or a volunteer. Your project leader will explain the job to you and point out areas of special concern. Please ask questions at any time if you are unsure about anything, need additional information about your assigned tasks, or new concerns develop.

**Power Equipment and Safety:** You should not use power equipment unless authorized by your project leader. Your project leader may authorize you to use power equipment if you have demonstrated competence in the use of the tool, have knowledge of safety procedures and are equipped with appropriate safety equipment. If you are unfamiliar with the safe and proper use of tools needed for your job, ask your project leader.

**Use of Greenbelt Vehicles:** On rare occasions, volunteers may operate a Greenbelt vehicle in the course of carrying out their assigned jobs. Operation of Greenbelt vehicles by volunteers is permitted only when authorized by a Greenbelt staff member.

**Fitness:** Volunteer work often requires strenuous physical activity. Greenbelt cannot be expected to be aware of, or responsible for, particular medical or physical conditions that may create health risks for a volunteer while participating in a Greenbelt activity. It is your responsibility to make sure that you are in sufficiently good physical condition to perform the tasks you have volunteered for without risk to your health. Under no circumstances should you arrive for a volunteer assignment impaired by drugs or alcohol.

**Illness/Accidents.** If you become ill or are injured while you are on duty as a volunteer or if you should accidentally damage property or equipment or cause an injury while performing your duties, notify your project leader and appropriate authorities immediately.

**Confidentiality.** If your assignment involves work with member or donor programs, please be advised that all related information and records are strictly confidential and proprietary, and are not to be disclosed, discussed or used in any way other than as directed by your project leader and required by the task.

**Protection of Children.** Children often participate in Greenbelt events, programs or activities. Greenbelt's policy is that no staff member or volunteer shall work with an unattended child without another volunteer or staff member being present. An

“unattended child” is a child who is not in the company of a parent or other adult family member. If your volunteer assignment involves working directly with children, Greenbelt may wish to perform a background check from criminal history and sex offender data bases. In such case, Greenbelt will ask you to supply sufficient personal information so that we may conduct such a background check.

**Waiver and Release of Liability**  
*Please read carefully before signing*

NAME:

ADDRESS:

I have volunteered to work on one or more projects of Essex County Greenbelt Association, Inc. (“Greenbelt”). I agree to assume all risks of loss and injury that may arise out of my volunteer service with Greenbelt and I agree to indemnify Greenbelt, its officers, directors, employees and volunteers (the “Released Parties”) and hold them harmless from any and all liability, claims, demands or actions or causes of action whatsoever, arising out of damage, loss or injury to my person or property, whether anticipated or unanticipated, while engaging in volunteer service to Greenbelt, whether such damage, loss, or injury results from the negligence of the Released Parties, their respective agents, officers, employees, successors, assigns and insurers or from some other cause. This release and agreement shall be binding upon me, my heirs, successors, assigns, administrators and executors.

I am familiar with the projects for which I have volunteered and I realize that working on these projects may involve risks and hazards, which may include, but are not limited to (1) the use of tools and other construction related equipment, (2) working around other participants who may not be accustomed to this type of labor or the tools and equipment associated with it, (3) working in terrain that may be uneven, rocky and otherwise hazardous; (4) performing activities that may be strenuous and physically taxing. I am aware of these and other risks and hazards inherent in participating in these projects and hereby assume sole responsibility for all such risks and hazards. To the best of my knowledge, I am physically able to perform the tasks expected of me in my volunteer projects without risk to me.

Greenbelt may utilize my image in photographic or video recordings of these projects, and I waive any right to claim compensation in exchange for participating. I am familiar with Greenbelt’s Volunteer Policies and agree to abide by them while participating in its volunteer projects. I have read and understood the foregoing waiver and release of liability and agree to it.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian if you are under 18 years of age:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Person to contact in case of an emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

***Greenbelt is committed to promoting a workplace that is free of harassment of any kind. If you feel you have been harassed or discriminated against, please contact Greenbelt's executive director immediately***