



Parks and Recreation Code of Conduct-Volunteers

The City of Somerville Parks and Recreation Department values the services and contributions of our adult and youth volunteers. Our volunteers have the right to expect to work in an environment that enables them to achieve their full potential and provides the most rewarding contribution possible.

To ensure a consistent, professional, enjoyable, and safe environment for our volunteers and staff, all volunteers are expected to abide by basic behavior standards. For youth volunteers, we encourage their parents or guardian to review and discuss the behavior standards. As a volunteer, you represent the City of Somerville and the Parks and Recreation Department. Your participation as a volunteer is your consent to abide by these behavior standards. Failure to abide by the standards may result in the consequences outlined in this document.

1. Every volunteer is expected to **exercise respect**. This includes, but is not limited to: respect for themselves, other volunteers, staff members, and all people and places of business or government.
2. Every volunteer is expected to be an **active listener**.
3. Every volunteer is expected to **know and understand the rules** associated with the activity and follow them. Ask the staff member if you are unaware of the rules regarding the activity.
4. Every volunteer is expected to **cooperate** with program operations.
5. As a representative of the City of Somerville, every volunteer is expected to **communicate in an appropriate manner**. Harsh verbal words, tone of voice, foul language, sexually inappropriate behavior or gestures will not be tolerated.
6. Every volunteer is expected to **express civil conduct**. If physical conduct is made with another person it must be a welcome gesture and appropriate. Horseplay, unwelcome teasing, pushing, kicking, hitting or fighting, etc., will not be tolerated and may result in suspension or expulsion from the program.
7. Volunteers have the right to participate in an environment where all can achieve their full potential without being impeded by discrimination or harassment based on race, religion, national origin, age, sex, sexual orientation, marital status, political affiliation, veteran's status, disability, or any other status protected by applicable federal, state, or local nondiscrimination laws. Harassment may be verbal, visual or physical contact conduct.
8. Every volunteer is expected to exercise an **attitude that elicits good will** towards others and program activities.
9. Every volunteer is expected to promote and support a safe, fun, and healthy environment through **productive participation**.

Consequences: Any volunteer who engages in discriminatory, harassing, or otherwise objectionable behavior is subject to disciplinary action and removal from the program. When a volunteer's behavior, adult or child, is deemed inappropriate, they will be dealt with using the following steps:



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1. If a volunteer displays inappropriate behavior, staff members will verbally request that the behavior be discontinued.
2. If a volunteer's unacceptable behavior continues on a regular basis, staff members and the volunteer (and their parent if the participant is a minor) will meet. A written report will be filed, stating the inappropriate behaviors already demonstrated and the expected changes for the next program meeting date. It is also to be stated that one more incident of unacceptable behavior will result in the volunteer's removal from the program permanently, or for a specific period of time depending on the severity of the behavior. This report is signed by the volunteer, staff and parent if the volunteer is a minor. One copy will remain at the Parks and Recreation Department and the volunteer will retain another copy.
3. If, after the above procedures have been followed, inappropriate behaviors continue, the volunteer will be removed permanently and not considered for any volunteer opportunities in the future.

In extreme cases of unacceptable behavior that is physically threatening to other volunteer or staff, the Parks and Recreation Department reserves the right to immediately and permanently remove a volunteer from a program or activity.

If you have any questions or comments, please contact the Parks and Recreation Department at 617-625-6600 ext. 2984.

I have read and understand the Code of Conduct and consent to abide by all listed terms.

Signature: _____ Date: _____