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Adopt - A - Park Volunteer Application

Park Name: _____ Date: _____

Volunteer Name: _____ Birthdate: _____

Address: _____

Email: _____ Home Phone: _____

Cell Phone: _____ Day Phone: _____

Emergency Contact Name: _____ Phone: _____

The purpose of this application is to articulate and describe the working relationship between Jefferson County, a political subdivision of the State of Washington; and _____ a volunteer serving in the Parks and Recreation Adopt-a-Park Program.

1. The Park will remain an open, public, Jefferson County Park, and will keep the same Park goals it currently has (see items a through d below). There is no transfer of responsibility or authority associated with this position. All responsibility and authority for the Park remain with the County. The park goals are:
 - a. To provide an orderly, supervised, affordable, quiet, safe, and clean public park with a family atmosphere.
 - b. To serve all members of the community fairly and equally.
 - c. To further the mission and purpose and goals of Jefferson County.

2. Administrative duties that shall be completed by the Volunteer:.

- a. Document volunteer work and report to the Manager of Jefferson County Parks and Recreation on or before the 10th of each month.
 - b. Report near misses, incidents, and accidents that occur during volunteer work to the County immediately.
 - c. Follow the Vendor Account Volunteer Agreement Policy
3. Monitoring Duties that shall be completed by the Volunteer:
 - a. Monitor the physical condition of the Park and report unsafe conditions to the County.
4. Maintenance and operations activities may include:
 - a. Pick up garbage, empty garbage, place garbage in the dumpster
 - b. Clean restrooms and restock the toilet paper and towels.
 - c. Remove weeds, cut brush, prune and maintain landscaping plants.
 - d. Mowing.
 - e. Clean picnic tables.
 - f. Work with the County to review signage and replace as needed.
 - g. Maintain the kiosk, review and replace kiosk posters as needed.
 - h. Maintain and clean the picnic shelter.
 - i. Trail, landscape and general maintenance.
5. Insurance:
 - a. Registered volunteers doing work that is approved in this letter are covered by Jefferson County liability insurance, and Washington State Department of Labor and Industries Workers Compensation Insurance.
6. Safety and Risk Management:
 - a. As part of the registration process, all volunteers must be briefed in the dangers of the work they are undertaking.
 - b. As part of the registration process, all volunteers must be trained in proper safety protocol for the work they are doing including site safety, work practice safety, vehicle safety, working in the presence of power tools, the use of hand tools, use of tractors and implements, bending and lifting safety, and emergency response.
 - c. All volunteers must be trained in general power equipment use, and use of the specific power equipment they are going to use, prior to using it.
 - d. All hand and power equipment must be properly maintained and in good working order.
 - e. Safety equipment must be in place on hand or power equipment.
 - f. Appropriate clothing and safety protection equipment must be worn when operating tools or power equipment.
 - g. All mowers must be of the closed, mulching type to help minimize thrown debris.
 - h. Proper clearance to property, people and animals must be maintained when mowing or using string trimmers.
7. Personnel Policy: Because any person performing volunteer work in accordance with this letter is insured by Jefferson County as described above in paragraph #10,

all such volunteers are held to the terms and obligations of the County Personnel Policy including, but not limited to, the following:

- i. County Code of Ethics
- ii. County Rules of Conduct
- iii. Alcohol and Drug Free Workplace
- iv. Anti-Harrassment Policy
- v. Violence in the Workplace

8. No volunteer performing work pursuant to this letter shall become or be considered an employee of Jefferson County.
9. No volunteer performing work pursuant to this letter shall be compensated financially or otherwise by Jefferson County.
10. Each volunteer shall successfully pass a Washington State Patrol Request for Criminal History Information Child/Adult Abuse Information Act background check prior to conducting work at the Park.
11. Equipment: The Volunteer may use his personal equipment to maintain the Park, as long as the equipment meets the safety standards in item 10.
12. The Volunteer may use Jefferson County power equipment such as mowers and tractors, as well as hand tools such as rakes and hammers, provided they are trained in the use of that equipment.
13. Modifications:
 - a. No modifications to the Park, large or small, are allowed without the written approval of the County. The following list provides examples of the kinds of modifications that require written approval in advance.
 - i. Installation, or removal of landscape plants or grass (Pruning and mowing is allowed).
 - ii. Installation or removal of temporary or permanent signs.
 - iii. Installation or removal of artwork or park equipment.
 - iv. Construction or modification of walls, trails, picnic areas, or any park amenity.
 - v. Installation, modification to, or removal of any building, shed, or historical item.
 - vi. Installation, modification, or removal of any fencing.
 - vii. Application of amendments, fertilizers, herbicides or pesticides.
14. Except as described in paragraph #9 above, Jefferson County or its agents, successors and assigns shall not be liable for any injury to persons (including death) or damage to property sustained by the Volunteer, his employees, agents or volunteer, or others, in and about the Park during the course of maintenance and operations work being performed by or under the direction of the Volunteer, unless such injury or damage was the proximate result of the gross negligence or willful act or omission of Jefferson County or its agents, servants, employees, successors or assigns.

15. The Volunteer shall defend (and pay all cost and expense of Jefferson County's defense), indemnify and hold harmless Jefferson County against and from claims arising from the Volunteer's sole negligence or willful act with respect to, without limitation, the operation, management and maintenance of the Park.

16. Conformance with Laws. The Volunteer shall comply with all applicable County ordinances, state statutes, and other government rules and regulations as required of the Volunteer in this letter.

On behalf of the entire community, I would like to express my appreciation for your continued donation of time, energy and resources.

Matthew L. Tyler
Manager

Date

Volunteer

Date