

## Volunteers In Parks Program *Orientation Checklist*

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

District/Sector/Park Unit \_\_\_\_\_

- \_\_\_ Review and sign Volunteer Registration documents listed on *Volunteer Service Agreement Checklist (DPR 208K)*
- \_\_\_ Discuss volunteer's duty statement, including essential functions related to the assignment
- \_\_\_ Discuss volunteer's duty schedule, including lunch and break times
- \_\_\_ Present overview of history, philosophy, and mission of California State Parks
- \_\_\_ Explain general functions and purpose of the park unit (flow chart of org., district, unit, etc.)
- \_\_\_ Introduce park unit's General Plan, Management Plan, Interpretive Plan, if appropriate
- \_\_\_ Review volunteer standards of conduct and conflict of interest policies (DAM 0260.6)
- \_\_\_ Explain workers' compensation and tort liability for long-term volunteers
- \_\_\_ Complete self-training manual "Protecting Privacy in State Government" ([www.privacy.ca.gov](http://www.privacy.ca.gov))
- \_\_\_ Discuss Department Discrimination Complaint Program
- \_\_\_ Discuss Department policies related to workplace violence (DAM 0250.11), sexual harassment, and accessibility (Parks Accessibility Guidelines)
- \_\_\_ Review district/unit safety procedures; discuss DPR Safety, Injury & Illness Prevention Program (DAM 1215); Cal/OSHA Reporting Requirements; Volunteer Protective Equipment (DAM 1220.3)
- \_\_\_ Review appearance standards (grooming, uniforms, period clothing, etc.)
- \_\_\_ Introduce volunteer to CSP staff
- \_\_\_ Provide tour of the unit's facilities
- \_\_\_ Provide initial training
- \_\_\_ Explain unit practices and procedures (obtaining supplies, vehicle/equipment operation, telephone and computer use, etc.)
- \_\_\_ List all state property issued (keys, uniforms, books, etc.) on DPR 175
- \_\_\_ Ensure that volunteer knows whom to contact when he or she has additional questions
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

Supervisor/Lead person completing checklist \_\_\_\_\_

Date orientation completed \_\_\_\_\_

**(Place signed copy of Orientation Checklist in volunteer file.)**