

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)
- ___ 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.)