



La Grange Endless Summerfest: Staff/Volunteer Information

Due to the Park District of La Grange's commitment to safety, the following information is provided to assist staff and volunteers.

- 1) For questions, concerns, or for assistance see a Park District of La Grange senior staff member or go to the PDLG office where you checked in. Situations that require assistance are:
 - A lost child. Get description of child if parent comes to you.
 - Participants, volunteers, or staff in need of first aid attention.
 - A fight and/or abuse occurring. Do not attempt to break up a fight yourself. Seek help from a senior staff member or go to the PDLG check in booth for help.
 - Damage to equipment or property.
 - Participants entering restricted areas (such as the fenced off fireworks drop zone).
 - A hostile participant.
 - Fire on the property.
- 2) In case of lightening or severe weather, seek shelter immediately.
- 3) All staff assigned to trash pickup must wear vinyl gloves provided to them.
- 4) Staff and volunteers are representing the Park District while working this event. We expect proper language and behavior at all times. Your assigned task takes priority over socializing and personal matters. Cell phone usage and texting is NOT allowed at any time.
- 5) All staff/volunteers are expected to remain at their assigned location until relieved by a supervisor or staff member.
- 6) Breaks cannot be taken without granted permission from a supervisor. No location will be left unattended at any time.
- 7) The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work/volunteer in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

By signing in, I have read, understood, and agree to all of the points listed above. I will adhere to all of these policies and will act in a manner that upholds and protects the reputation of the Park District of La Grange.

Name: _____

Date: _____