

**MASON COUNTY PARKS AND
TRAILS DEPARTMENT**



**FRIENDS OF MASON COUNTY
PARKS AND TRAILS DEPARTMENT
PROGRAM**

HOW CAN YOU HELP PRESERVE AND ENHANCE YOUR MASON COUNTY PARKS AND TRAILS?

In these tough economic times Mason County Parks and Trails Department could use your help in helping us maintain your favorite Mason County Park site. Mason County Parks and Trails Department is currently looking for individuals and groups to become “Friends” of the following Mason County Park sites:

- Foothills Park
- Jacoby – Shorecrest Park
- Latimers Landing
- MCRA
- Sandhill Park
- Menards Landing
- Oakland Bay Park
- Truman Glick Park
- Union Park
- Walker Park

What is a “Friends of the Park” group? It is a group of individuals, park user groups, or private businesses dedicated to helping the County maintain and possibly enhance the park of your choice. The Friends of the Park group achieves its goals by providing information, offering activities, and creating opportunities for the community to invest time and resources in support of the park of your choice. The Friends group will play an active role in the planning and advocacy for the parks future. Some sample tasks that a “Friends of the Park” group can work on include, but are not limited to:

- To develop and maintain a partnership focused on caring for your park among community, park user groups, local businesses, and parks staff
- To support and advocate for all park user groups.
- To facilitate communication among park user groups.
- Advise parks staff on park issues.
- Participate in the maintenance management process of the park.
- Participate in the park planning and future of the park.
- To initiate and coordinate volunteer projects and activities.
- To raise funds for park maintenance, park projects, improvements, and activities.
- To preserve any existing historic or natural features in the park.
- To assist Mason County in keeping your park operating and open to the public.

For more information on the “Friends Program”, contact. Mason County Parks Department.

360-427-9670 #669 (Shelton)

360-275-4467 #669 (Belfair)

360-482-5269 #669 (Elma)

johnk@co.mason.wa.us

COMMISSIONER'S WELCOME

On behalf of the Mason County Commissioners and staff, we would like to extend our appreciation for your willingness to participate with the Mason County Friends of Parks Program. Volunteerism is truly the “glue” that keeps our communities together. The programs and activities that are offered to our citizens – supported by your efforts – provide a diverse menu from which both young and old can choose. We are extremely pleased to have you join the County in supporting our parks system and hope that you will enjoy sharing your time and talents with the County. We deeply appreciate your dedication and commitment to the Mason County Parks and Trails Department.

Lynda Ring Erickson
Commissioner

Ross Gallagher
Commissioner

Tim Sheldon
Chairperson

MASON COUNTY PARKS AND TRAILS DEPARTMENT MISSION STATEMENT

Provide a diverse system of safe, attractive, and professionally maintained parks, trails, and recreation opportunities designed to enhance the quality of life for all who reside in and visit Mason County.

INTRODUCTION

The following information on the Friends of Mason County Parks and Trails Department has been prepared to assist you with your partnership with Mason County Parks and Trails Department.

The information provides some general information about the County that you might find useful and some specific information about your service, including the policies, our mutual responsibilities and expectations, and procedures for recording and reporting hours spent during a Friends of Mason County Parks program.

As a Friends of Mason County Parks and Trails Department partner, your primary contact with the County will be either the Parks and Trails Department Director or the Parks Maintenance Operations Manager. This person will be happy to answer any questions you have regarding your particular assignment or regarding the Mason County Friends of Parks and Trails Program in general. If you have any suggestions about how we may more effectively support your partnership, we hope you will share them with us.

WORKPLACE POLICIES

Drug and Alcohol Policy:

It is County policy to maintain a drug and alcohol-free workplace. The possession, use or trafficking of alcohol or drugs in the workplace poses an unacceptable risk to the safe, secure and efficient operation of our organization, and is strictly prohibited.

No Smoking Policy:

Mason County has designated Mason County Park sites as tobacco free. All park staff, visitors and volunteers are asked to please refrain from smoking on park grounds.

Safety Program:

It is our policy to provide the maximum degree of safety for our personnel, volunteers and property and to comply with all OSHA (Occupational Safety and Health Administration) and Washington Department of Labor and Industries Regulations. We are concerned with protecting your safety and health. You are one of the main contributors to this safety effort. If you notice any hazards or unsafe conditions, please report them to the appropriate individual immediately so that potential accidents can be prevented. Should any actual accident or injury occur on the job, notify the appropriate person immediately so that proper aid may be given and reporting procedures can be followed. All accidents involving property damage or injury, no matter how minor, should be reported.

Anti-Harassment Policy, Including Sexual Harassment:

It is County policy to foster and maintain a work environment that is free from discrimination and intimidation. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or member of the public. Examples of prohibited conduct include slurs or demeaning comments to employees, volunteers or members of the public relating to race, ethnic background, gender, sexual orientation, age, or disability.

Reporting and Recording of Hours:

Volunteer hours reporting: If you perform any volunteer work, please keep track of the number of hours spent on your project. Usually, the County will request that the volunteer or volunteer organization report the total number of volunteer hours served at the conclusion of the volunteer event or program. The County will ask the volunteer or volunteer group to keep track of all volunteer hours on a timesheet, which will be sent to L & I.

VOLUNTEER RESPONSIBILITIES

- Please follow applicable State and Federal laws.

- Please support County policies, procedures, and guidelines.
- Please follow any applicable safety requirements.
- Be professional and courteous to staff, other volunteers, and the public.
- Keep track of your hours served.
- Attend Friends of Mason County Parks meetings if scheduled.
- Report any on-the-job injuries or illnesses, no matter how minor.
- Report any problems or unusual situations.
- Dress appropriately and according to assignment.
- Complete Friends of Parks registration materials and return to County staff.

COUNTY RESPONSIBILITIES

- Assign you to opportunities that match your ability, interest, experience and skill when available.
- Provide orientation relevant to the assignment.
- Communicate a clear understanding of assignment responsibilities including dates, times, locations, and other pertinent information.
- Communicate information on policies, procedures, and guidelines that affect your assignment.
- Provide instruction and work direction from the appropriate person.
- Promote courteous, professional, respectful and supportive treatment from County staff.
- Provide recognition and acknowledgement for Friends of Parks accomplishments.
- Meet with Friends of Parks groups to create an action plan for the park that you and your group is interested in.
- Provide volunteer registration materials to you or your organization.