



MOUNT VERNON

Parks & Recreation



Volunteer Handbook

Mount Vernon Parks and Recreation
Adopt a Park / Trail / Street Program

Updated April 2025

Welcome to the City of Mount Vernon Parks and Recreation Volunteer Program!

Thank you for your dedication to keeping our parks, trails, and streets clean, safe, and beautiful. Your time and effort play a crucial role in preserving the natural beauty of our community and ensuring that our public spaces remain inviting for everyone. We appreciate your commitment and enthusiasm, and we are excited to have you as part of our volunteer team.

This handbook serves as a guide to help you navigate your volunteer experience. Inside, you will find information on policies, safety guidelines, and expectations, as well as helpful resources to support your efforts. Our goal is to provide you with the tools and knowledge necessary to make your volunteer work enjoyable, rewarding, and impactful.

Whether you are assisting with litter cleanup, planting trees, or maintaining trails, your contributions help create a more vibrant and sustainable environment for current and future generations. Thank you for being a valued member of our Parks and Recreation volunteer family—we couldn't do it without you!

Three Ways to Volunteer:



Adopt a Trail (Group)

Groups, organizations, and businesses are invited to adopt a space in the City of Mount Vernon! Whether this is a favorite park, a stretch of trail, or a few blocks of one of our city streets, adopting is a great way to keep a space looking cared for year round! Adopting a space is ideal for volunteers willing to commit to 6+ Months.



Adopt a Trail (Individual)

Individuals can adopt a space in the City of Mount Vernon! Whether this is a favorite park, a stretch of trail, or a few blocks of one of our city streets, adopting is a great way to keep a space looking cared for year round! Adopting a space is ideal for volunteers willing to commit to 6+ Months, or who wish to work on specific projects.



Host or Attend a Pitch in for Parks Event!

Pitch in for Parks Events are opportunities to volunteer on a single-day basis without making a long term commitment. You can host an event by providing at least 6 volunteers for a period of 2-3 hours. Events are open to the public, so keep an eye on our website and social media pages to see who is hosting the next event and how you can participate!

Table of Contents

1. Introduction
2. Volunteer Expectations
3. Volunteer Roles & Responsibilities
4. Safety Guidelines
5. Emergency Procedures
6. Tools & Equipment Use
7. Reporting & Communication
8. Recognition & Appreciation
9. Contact Information

1. Introduction

Mission Statement

The City of Mount Vernon Parks and Recreation Department is dedicated to fostering community involvement by providing volunteer opportunities that enhance and maintain our parks, trails, and public spaces.

Becoming a Volunteer

To volunteer, complete a Volunteer Application and return it to the Parks and Recreation office via email at MVParks@mountvernonwa.gov, by mail, or in person at **1717 S. 13th Street, Mount Vernon, WA 98274**. Once your application has been reviewed, you will be contacted to schedule an orientation and site visit. Before beginning volunteer service, all volunteers must sign a Volunteer Agreement.

2. Volunteer Expectations

General Expectations

- Follow all City, County, State, and Federal laws.
- Conduct yourself in a professional and respectful manner.
- Adhere to assigned duties and safety guidelines.
- Report any hazards or incidents immediately.

Time Commitment

- Volunteers commit to a minimum six-month period for the Adopt-a-Park/Trail/Street program.
- Report volunteer hours monthly to the Volunteer Coordinator.

3. Volunteer Roles & Responsibilities

Adopt-a-Park/Trail/Street Duties

- Litter removal
- Light landscaping (weeding, mulching, pruning)
- Reporting maintenance issues
- Promoting park stewardship

Prohibited Activities

- Use of power tools without prior approval
- Application of herbicides or pesticides
- Altering park infrastructure

4. Safety Guidelines

General Safety Rules

- Work in pairs or groups whenever possible.
- Check weather conditions before heading out.
- Wear appropriate attire: closed-toe shoes, gloves, and weather-appropriate clothing.
- Take breaks, stay hydrated, and use sunscreen.
- Do not lift heavy objects alone; ask for assistance.

Hazardous Materials

- Do not pick up syringes, broken glass, or hazardous waste.
- Report hazardous items to the Parks Department immediately.

5. Emergency Procedures

Emergency Contacts

- Emergency Services: **911**
- Parks & Recreation Office: **(360) 336-6215**

Incident Reporting

- Report all injuries and incidents to the Volunteer Coordinator.
- Complete an Incident Report Form within 24 hours.

6. Tools & Equipment Use

Tool & Equipment Checkout

Volunteers may check out litter grabbers, buckets, gloves, garbage bags, or specialized equipment from the Parks Administrative Office during business hours (Monday - Friday, 8 AM - 5 PM). We ask that volunteers schedule a pickup with the Volunteer Coordinator in advance and return the materials within a few days of completing their volunteer work.

General Guidelines

- Volunteers are encouraged to bring personal tools; however, Parks & Recreation may provide supplies such as gloves, trash bags, and litter pickers.
- Inspect tools before and after use.
- Use tools for their intended purpose only.

Power Tools

- Use of power tools requires prior approval and training.
- PPE (Personal Protective Equipment) is required when using power tools.

7. Reporting & Communication

Monthly Reports

- Volunteers must submit hours and updates on work completed.
- Forms can be submitted via email, fax, or in person at the Parks & Recreation Office.
- Reporting volunteer hours helps us track our collective efforts and ensures that volunteer activities are covered under Labor & Industries in case of injury or accident.

Maintenance Issues

- Report any damage or needed repairs to the Parks Office at **(360) 336-6215**.

Sharing Your Work

- We love seeing the impact of your volunteer efforts! If you take photos while working on your project, please email them to us. We enjoy sharing amazing volunteer projects on our social media and highlighting your contributions during our annual Volunteer Appreciation Event each autumn.

8. Recognition & Appreciation

Volunteers are recognized through:

- Volunteer appreciation events (Every Autumn at the Hillcrest Lodge)
- Acknowledgment on the City's website and social media
- Volunteer Hours Verification Form or Letter of Recommendation upon request.

9. Contact Information

City of Mount Vernon Parks and Recreation Department

1717 S. 13th Street, Mount Vernon, WA 98274

Phone: **(360) 336-6215**

Email: **mvparks@mountvernonwa.gov**

Thank you for making a difference in our community!