



Parks & Recreation

Friends of Napa's Parks Handbook





Welcome

On behalf of the City of Napa Parks & Recreation Department, we would like to thank your group for becoming a member of the City of Napa Friends of the Park program. Becoming a member of the City of Napa Friends of the Parks program is a great way for groups of people who are passionate about a particular park or environmental project. Members of the City of Napa Friends of the Park program like you bring a unique set of skills, experiences and ideas that can help to maintain and improve the City's parks.

Since you and many other individuals and organizations have given your time and energy freely, it is our goal to provide you with a worthwhile and fulfilling experience. This Friends of the Park handbook provides guidelines and support as you begin your exciting journey as a Friends of the Park program with the City of Napa Parks and Recreation Department.

On behalf of all the staff, we would like to thank you for your dedication and commitment to our wonderful parks and recreation programs. Welcome!

Sincerely,

A handwritten signature in black ink that reads "John Coates". The signature is written in a cursive, flowing style.

John Coates
City of Napa Parks and Recreation Director

Purpose of the Friends of the Park Handbook:

This Friends of the park handbook is designed to answer questions and concerns, outline important policies and procedures, and keep members of the Friends of the Park up-to-date on the Friends of the Park program. This handbook is also intended to provide a general overview of the City of Napa Friends of the park program, rules and regulations, and responsibilities of each individual and group.

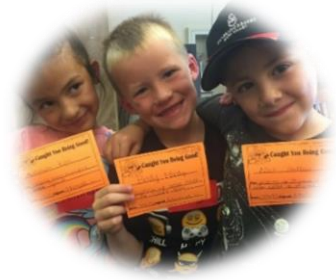
Contents:

Purpose of the Friends of the Park Handbook:	3
City of Napa Parks and Recreation Mission:	4
Department Overview	4
City of Napa Friends of the Park Program Goals.....	4
Friends of the Park Team Leader	4
Napa Friends of the Park Rights and Responsibilities	5
Next Steps:.....	5
Friends of the Park Policies & Procedures:.....	5
Friends of the Park Related Rules & Regulations:.....	5
Human Resources Policies & Procedures:	6
Friends of the Park Recognition Program:	7
Friends of the Park Feedback:	7
Staff Directory:	8

City of Napa Parks and Recreation Mission:

Dedicated to improving the quality of life for the community by providing exceptional programs, facilities and services.

The Napa Parks and Recreation Services Department provides a variety of recreation programs, parks and facilities for members of our community including children, teens, adults, seniors, and individuals with special needs.



Department Overview:

The Parks and Recreation Services Department provides quality services to the community by offering recreational opportunities in a variety of forms including enrichment classes, camps, swimming lessons, sport programs, community events, and by providing free access to parks, trails, downtown plazas and open spaces.

City of Napa Friends of the Park Program Goals:

- To organize various members and groups within the community to help sustain and improve parks that are important to the group and involve themselves with projects that they are passionate about.
- To offer members of the Friends of the Park group with opportunities to get involved in maintaining their community.
- To help the City of Napa Parks and Recreation Department obtain additional resources by utilizing Friends of the Park groups to improve the quality of programs and services.

Friends of the Park Team Leader

Every Friends of the Park group that oversees a specific park or trail will have a team leader that is responsible for overseeing the group. Their responsibilities include but are not limited to:

- Ensuring that all volunteers of the group are abiding by the policies and procedures of the City of Napa Parks & Recreation Department.
- Keeping projects and programs on task and ensuring that they are completed.
- Reporting any inappropriate, harmful or problematic issues with volunteers to the Napa Parks & Recreation staff.

Napa Friends of the Park Rights and Responsibilities:

As a Friend of the Park you have the right:

- To be involved in fulfilling and worthwhile projects that make good use of your skills and qualifications.
- To be treated with dignity and respect, quality training and effective supervision.
- To safe working conditions and environment as well as the ability to openly communicate any concerns or issues when they occur.
- To be shown appreciation and recognition for the time and effort you have provided to the community.
- To complete their duties to the best of their abilities and represent the City of Napa in a positive manner.

Next Steps:

1. Once a project has been identified and approved, it is the responsibility of the Friends of the Park group leader to fill out the project application and ensure they understand the City of Napa's policies and procedures.
2. Upon project acceptance, the Friends of the Park leader meets with a Park Supervisor to discuss the group's schedule, resources/tools needed along with any specific restrictions/special circumstances surrounding their specific project.

Friends of the Park Policies & Procedures:

It is important that all members of any Friends of the Park group recognize and agree to abide by the rules, regulations and policies set forth by the City of Napa. These policies and procedures are taken seriously and strictly enforced by the City of Napa to keep all staff, volunteers and patrons safe. The policies are laid out in the City of Napa Human Resources Department Volunteer Packet provided to you. Please keep this information for future reference.

Friends of the Park Related Rules & Regulations:

- **Orientation & Training:**
The Friends of the Park group leader will ensure that all members of the group understand and abide by the rules and regulations established by the City of Napa. In addition, the group will have a brief overview of their tasks and responsibilities at the project site with the supervising staff member or members.

- **Supervisor:**
All Friends of the Park groups will have be assigned a city employee that is available to provide direction and assistance. They should also be present for any questions or concerns that members of the group may have.
- **Confidentiality:**
All Friends of the Park group members agree to not reveal any private, personal or otherwise sensitive information about staff, patrons or fellow volunteers. Any Friends of the Park group member or staff who reveals or fails to keep private another's personal information may be dismissed from their role.
- **Dress Code:**
As a member of the Friends of the Park group, it is important that you portray the City of Napa in a positive manner. This includes not wearing clothing with offensive or inappropriate language, images or words that promote illegal acts, or dressing in an inappropriate manner.
- **Transportation/Driving:**
Volunteers are not allowed to drive official City of Napa vehicles.
- **Injuries & Accidents:**
For all life-threatening, severe or otherwise serious situations, call 911 immediately. Any incidents involving on-duty Friends of the Park members, regardless of the severity of the injury, must be reported to a supervisor immediately. Depending on the nature of the accident or incident, the group member may be asked to fill out paperwork. To help prevent injury, make sure to tell your supervisor immediately about any malfunctioning, broken or faulty equipment and/or any hazardous working conditions.

Human Resources Policies & Procedures:

- **Workplace Security Program:**
The workplace Security Program outlines the steps necessary for volunteers and staff when dealing with violence or conflict in the workplace.
- **Napa Countywide Stormwater Pollution Prevention Program Illicit Discharge Response Plan:**
The Napa Countywide Stormwater Pollution Prevention Program outlines the different types of discharge that volunteers might encounter, including: Hazardous, Sewage, Potable water and Nuisance discharge and what to do if it occurs.
- **City of Napa Administrative Policy:**
The City of Napa Administrative Policy outlines what is prohibited by the City, including harassment, discrimination and retaliation. This policy addresses the

responsibilities of staff, employees, volunteers and Friends of group members when dealing with situations of harassment and how to report it.

- **Drug & Alcohol-Free Workplace Policy Statement:**

The Friends of the Park group members are expected to maintain a strict no drugs or alcohol policy while participating in City of Napa projects and that failure to abide by said policy can be grounds for immediate discharge.

- **Non-Discrimination Based Upon Disability:**

The City of Napa Parks and Recreation Department provides reasonable accommodations and assistance for members of the community with disabilities, including specific staff training to make your experience more accommodating and enjoyable. If you require special assistance or accommodations for a specific Friends of the Park group program, feel free to contact staff with any comments or concerns.

- **Smoking Policy Statement:**

The City of Napa bans smoking in Parks. Additionally smoking is prohibited in all all enclosed or semi-enclosed spaces where residents, employees and individuals congregate.

Friends of the Park Recognition Program:

As members of the Napa Friends of the Park Program, we recognize the incredible amount of time, effort and energy that our volunteers give to help those in their community. We want our Friends of the Park members to feel appreciated for all their commitment and dedication.

Throughout the year, the City of Napa Parks and Recreation Department will recognize Friends of the Park members for their incredible dedication and desire to help improve the Napa community.

Friends of the Park Feedback:

As the City of Napa Parks and Recreation Department is always looking to improve our programs, please feel free to provide feedback to your supervisor or coordinator at any time. Feedback may also be requested on a regular basis to help analyze and review

the current Friends of the Park program. This allows us to reevaluate our goals and objectives, measure progress and identify methods and means to improve. Feedback from members also allow us to determine where the future of our program should be focused and how best to get there.



Staff

Directory:

When looking to get involved with a Friends of the Park group or to create your own, please contact one of the Parks staff:

Dave Perazzo – Parks & Urban Forestry Manager

(707) 257-9234

dperazzo@cityofnapa.org

Wade Finlinson – Parks Supervisor

(707) 257-9387

wfinlinson@cityofnapa.org

Derek Traya – Parks Supervisor

(707) 257-9216

dtraya@cityofnapa.org

Volunteer Coordinator

(707) 257-9960

parksvolunteer@cityofnapa.org