



Colonial Soil and Water Conservation District

205 C Bulifants Boulevard · Williamsburg, Virginia 23188

www.ColonialSWCD.org · Phone: (757) 645-4895

Volunteer Policy

The following policies have been prepared and established for the information and guidance of District volunteers. Discrimination on the basis of race, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, genetic information, or against otherwise qualified persons with disabilities, is specifically prohibited. It is the District's objective to provide an environment conducive to the performance of volunteer tasks and free from harassment. The policies set forth in this document will be adhered to in order to ensure volunteer safety and overall satisfaction with the volunteering experience. Aside from Virginia Cooperative Extension Master Gardener volunteers working with Turf Love and the Shoreline Evaluation Program, all other Colonial SWCD volunteers must register through the Natural Resources Conservation Service (NRCS) Earth Team program. Colonial SWCD staff will provide guidance for these applications.

Definition of volunteer: A volunteer is anyone who without compensation performs a task at the direction of and on behalf of the District. Volunteers must be officially accepted and enrolled by the District prior to beginning volunteer service.

Role of volunteer: Specific tasks and roles to be taken on by volunteers will be discussed between District staff and prospective volunteers. Special interest, skill, or previous experience with particular projects or programs will be taken into account when assigning tasks to a volunteer.

Expectations of volunteers:

- Volunteers will register through the NRCS Earth Team program prior to beginning volunteer service.
- Volunteers are expected to maintain high standards of ethics and personal conduct to uphold public trust in Soil and Water Conservation Districts.
- District events and District-related opportunities may not be used for personal gain. Volunteers can not use volunteer opportunities for the endorsement of any product, service or enterprise, for their own private gain, or the private gain of friends, relatives, or persons with whom the volunteer is affiliated.
- If a specific schedule has been set with a volunteer to complete assigned tasks, the volunteer will adhere to that schedule unless a conflict arises. If the volunteer cannot maintain the schedule, they will notify appropriate District staff.
- Volunteers will not be permitted to drive any District-owned vehicles or use District-owned equipment unless previously arranged by District staff.
- When participating in field work, volunteers will wear appropriate clothing to ensure safety, including closed-toe shoes and long pants, if deemed necessary by accompanying staff. To that end, volunteers should only participate in field activities under the direct supervision of appropriate staff
- When participating in outreach opportunities, volunteers will wear appropriate clothing that does not include offensive images, logos, or language that suggests, displays, or references content that can be construed as racist, lewd, vulgar, or obscene; that contains profanity, nudity, depicts violence, or is sexual in nature; that references political or religious groups or affiliations; or that promotes alcoholic beverages, tobacco, or the use of federally-controlled substances by words or symbols.



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- Volunteers will not be intoxicated or otherwise incapacitated by alcohol or drugs on the job and will adhere to the District's smoke-free workplace requirements which prohibit smoking in or around District occupied buildings, District-sponsored off-site conferences and meetings, and vehicles owned or leased by the District.
- Theft or unauthorized use or possession of District property and/or negligence or willful damage to District property may result in the termination of volunteer relationship.
- If a volunteer violates any of the expectations listed above, they are subject to dismissal from all volunteer activities.

Expectations of District:

- District staff will assist volunteers with applying to the Earth Team program.
- The District will provide meaningful, mutually beneficial tasks to all interested volunteers and will provide the necessary training and guidance to complete those tasks.
- The District will ensure an environment free from harassment and discrimination during volunteer activities.
- District staff will be responsible for coordinating and scheduling task assignments with a volunteer and will maintain open communication to ensure any questions or concerns are addressed in a timely manner.
- If special equipment or tools are needed to complete a task, they will be provided by the District.
- If the volunteer has concerns that are unable to be addressed with District staff, they will be encouraged to contact the Chair of the Education & Outreach Committee, who will serve as a liaison for the volunteer with District staff or the Board of Directors when needed.