



**NEW HANOVER COUNTY PARKS & GARDENS**  
230 GOVERNMENT CENTER DRIVE, SUITE 120 · WILMINGTON, NC 28403  
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## **Volunteer Policies/Liability Waiver for Airlie Gardens**

In addition to completing the proper application and background checks required by New Hanover County, listed below are position specific requirements, put in place by Airlie Gardens:

### **Grounds Volunteer:**

Grounds volunteers are required to wear closed toed shoes in good condition, and garden designated gloves while participating in volunteer activities in the garden. Volunteer clothes should be washed frequently as a safeguard against skin infections and irritations. Proper face and eye protective wear should be worn when performing overhead tasks. Volunteers are not permitted to operate any machinery or power tools.

### **Tram Drivers (or those operating golf carts):**

Volunteer Tram Drivers (or golf cart drivers) must possess a valid NC driver's license and must complete and pass a NHC driving record check. They must also complete the proper vehicle training and safety training providing by Airlie Garden's staff and sign that they understand all aspects of vehicle operation and safety (separate forms provided by Airlie Gardens). Closed toed shoes required.

### **Environmental Program Volunteer:**

Environmental Education volunteers, along with completing the NHC standard Background check, must also practice the same clothing safety guidelines as the Grounds Volunteer position when working outdoors with groups or on Environmental projects.

### **Garden Guides:**

Airlie tour guides must wear proper closed toed walking shoes when leading a tour through the garden. They must carry a working garden radio or functioning cell phone (with provided list of staff contacts) in case of emergency.

### **Event Volunteers:**

All event volunteer staff must wear position/event specific clothing when volunteering during any Airlie Event. Volunteers should check with Volunteer Coordinator in advance for specific details. Aprons, gloves, and nametags are provided by Airlie Gardens when necessary. Volunteers are not permitted to consume alcoholic beverages during their shift.

### **Gift Shop/Clerical/Fundraising Volunteers:**

Volunteers in the Airlie Gift Shop should refer to the New Hanover County employee dress code for proper shop attire. Volunteers should refrain from wearing sweat suits, headwear, or clothing that is torn, revealing, or containing logos, sayings or images that could cause offense.

## Volunteer Policies/Liability Waiver for Airlie Gardens cont....

While performing their duties, volunteers should be aware that they are representing Airlie Gardens as well as New Hanover County, and should conduct themselves appropriately. If ever a safety or 'damage to property' incident should occur during a volunteer shift, volunteers should complete an incident report provided by Airlie Staff. All Airlie Gardens volunteers must complete and sign this waiver below before beginning work.

I, \_\_\_\_\_ (print name) will participate in

\_\_\_\_\_ (describe volunteer activity(s)).

By my signature, I agree to abide by New Hanover County's safety policies as well as the policies put in place by Airlie Gardens for each volunteer position. (A copy of the NHC policy can be downloaded; <http://www.nhcgov.com/Enterprise%20Policies/Safety%20Policies.pdf>; or you may **request** a copy from the Parks Department).

### RELEASE

I hereby release and forever hold harmless New Hanover County, Airlie Gardens, and its officers, officials, employees and agents from any responsibility, cause of action, claims and/or demands for bodily or personal injuries to myself, damage to my personal property or injury/damage to property of others caused by, growing out of, or resulting from my participation in the above described volunteer activity.

***Please read this entire document before signing. This document releases New Hanover County, its officers, employees, agents and assigns from any liability from your participation in the stated volunteer activity.***

\_\_\_\_\_  
Signature (or signature of parent/guardian if under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (or name of Parent/Guardian)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone