



No-Ivy League

Parks and Recreation, Salem Oregon

Together we de-vine and conquer

Name

The name of the organization shall be: No-Ivy League

Purpose Statement

The purpose of the No-Ivy League is to assist the City of Salem, Parks and Recreation Division in the removal of ivy in City Parks by doing the following:

- Perform volunteer duties as assigned by Parks & Recreation
- Encourage safe tool use
- Promote positive relationships amongst other group members
- Inform Park staff of any hazards or areas of concern

Important Contact information

Amanda Sitter, Parks Volunteer Coordinator

503-507-2444 (text okay) or asitter@cityofsalem.net

Mike Zieker, Park Ranger

503-871-6169 or mzieker@cityofsalem.net

PW 24- Hour Dispatch

503-588-6311

Salem Police non-emergency

503-588-6123

Volunteer Duties

1. Have a current volunteer application and background check on file. This is an annual renewal process.
2. Attend orientation, hosted by the City of Salem, Parks and Recreation Division on the approved methods for removing ivy from trees.
3. Stick to guidelines set forth by the city, and work in the designated zones until completion.
4. Help maintain a 'user friendly' and 'user safe' atmosphere in the park by being visible, and safe to other volunteers and park users.
5. Use and maintain all tools and supplies in a safe and respectful manner.
6. Read all updates sent out by the Parks Division and/or the group coordinator.

7. Report volunteer hours no later than the 5th of every month. A copy of the reporting sheet is attached, and more are available upon request. You can also contact the Parks Volunteer Coordinator directly to report.

Organizational Structure

1. The City of Salem, Parks and Recreation Division will serve as the policy overview body for this program.
2. The No-Ivy League will be coordinated in partnership by the Parks Volunteer Coordinator, and member volunteers who will serve as front line coordinators and act as liaison between City and group.
3. The group will have an age requirement of 13 years of age and older. Volunteers under the age of 16 must have an adult chaperone.
4. The Parks Volunteer Coordinator must be notified by a volunteer member when they no longer wish to be a member of the group.
5. Problems related to the group, or complaints from citizens related to volunteer work must be reported to the City of Salem, Parks and Recreation Division, Volunteer Coordinator.

Training

Training is mandatory for every member of the No-Ivy League. Training will include verbal information and written materials that cover the following:

1. Safe handling of tools and supplies
2. How to identify ivy
3. Proper methods of removing ivy from trees
4. How to dispose of ivy that are in alignment with the practices of the Parks Division
5. How to stay visible to other volunteers and park users

Disposal

Proper ivy disposal will be followed based off the following criteria.

Event Volunteers:

If participating in a group event, at a neighborhood or community park, ivy debris will be placed in bags if the amount is small and manageable, or next to a paved pathway for easy accessibility for parks staff to remove. Ivy left on site should not block pathways.

If ivy removal is taking place in a wildlife conservation area, ivy will be left on site. When leaving ivy on site, it is to be left far off the pathways and trails in the natural area. Ivy left on site, should not block pathways and trails.

Independent Volunteers:

If working independently in a neighborhood or community park, ivy will be placed in a pile next to the nearest paved pathway, making sure not to obstruct pathways and trails. Please advise the Parks Volunteer Coordinator that there is debris for pick up and ensure you submit volunteer hours worked for recording purposes.

If working independently in a wildlife conservation area, ivy can be left on site, making sure not to block the pathways and trails. Please advise the Parks Volunteer Coordinator that there is debris for pick up and ensure you submit volunteer hours worked for recording purposes.

Group Procedures

1. City of Salem, Parks and Recreation Division will serve as primary contact for all issues and questions related to the No-Ivy League.
2. The group member may choose to volunteer on their own time, sticking only to areas approved by the Parks Division. Group members will make it a priority to attend group events.
3. Vests will be available and must be worn while performing volunteer duties.

Liability/Injury

1. No-Ivy League members are volunteers to the City of Salem, and as such, receive secondary medical coverage should an injury occur while actively participating in volunteer duties.
2. If a group member is injured while volunteering, notice of injury is to be immediately reported to the City of Salem, Parks and Recreation Division, Volunteer Coordinator. All supporting documentation will be submitted on the following regular business day.