

Dunwoody Nature Center

Volunteer



Policies and Procedures Handbook

Overview of the Volunteer Handbook:

The **DNC Volunteer Handbook** includes the policies, procedures, and expectations associated with volunteer service at Dunwoody Nature Center. All volunteers are responsible for reading and becoming familiar with its contents. The information provided in the 2024-25 Volunteer Handbook applies to all individuals serving as volunteers at Dunwoody Nature Center. The DNC Board of Directors and Program Director reserve the right to amend any of the expectations, policies, and/or procedures published in the handbook. Volunteers will be notified of any changes when they occur.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the **2025-2026 Dunwoody Nature Center Volunteer Handbook**. I understand that this handbook contains information on the policies and procedures that apply to all volunteers at the Nature Center. I accept responsibility for familiarizing myself with the material presented and will follow the policies and procedures as outlined in the handbook. I understand that if questions arise, I should consult with the Program and Community Engagement Manager to ensure I fully understand the Nature Center's policies and procedures.

My signature below indicates that:

- I have read this Acknowledgement of Receipt form.
- I understand that I am responsible for reviewing and understanding the information included in the Volunteer Handbook.
- I agree to comply with the policies and procedures associated with volunteering at Dunwoody Nature Center.

Please date, sign, and return this form to the Dunwoody Nature Center Office upon receipt of the handbook and review of its material.

Signature:

Print Volunteer Name:

Date:

[Volunteer Waiver 2025](#)

Welcome Message Welcome to the Dunwoody Nature Center (DNC) Volunteer Program! We are thrilled to have you as part of our team, dedicated to fostering a love for nature and creating meaningful experiences for our community. Volunteers play an essential role in helping us fulfill our mission, and we value your time, energy, and passion.

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Mission and Values At the Dunwoody Nature Center, our mission is to inspire a love of nature and cultivate environmental stewardship. As a volunteer, you embody these values by supporting programs, events, and daily operations that enhance our community's connection to our habitat.

Volunteer Roles and Responsibilities Volunteers may assist in a variety of capacities including:

- **Event Support:** Helping with setup, registration, and activities during community events.
 - **Trail Maintenance:** Clearing debris, maintaining trails in the park, and improving accessibility for visitors.
 - **Environmental Education:** Assisting educators with programs, camps, and ambassador programs.
 - **Office Assistance:** Supporting administrative tasks such as data entry and mailings.
 - **Other Projects:** Participating in native planting initiatives, habitat restoration, or seasonal projects.
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Policies and Expectations

Code of Conduct

- Treat all visitors, staff, and fellow volunteers with respect and kindness.
- Follow instructions provided by DNC staff and adhere to established guidelines.
- Refrain from any behavior that may harm others, wildlife, or the environment.

Attendance and Scheduling

- Volunteers are expected to honor their commitments and arrive on time.
- If you are unable to attend, notify the Program and Community Engagement Manager as soon as possible.
- Log your hours through the volunteer management system after each shift.

Safety Guidelines

- Wear appropriate clothing and closed-toe shoes for outdoor activities.
 - Follow all safety protocols provided during training and orientation.
 - Report any injuries, accidents, or unsafe conditions immediately to a staff member.
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Onboarding and Training New volunteers are required to complete:

- A volunteer application form.
 - An orientation session to learn about DNC's mission, facilities, and expectations. (role specific)
 - Role-specific training based on your area of interest.
 - [Volunteer Waiver](#) must be reviewed and signed by all volunteers
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5. Volunteer Benefits As a volunteer, you will enjoy:

- Opportunities to learn about nature and environmental stewardship.
 - Invitations to volunteer appreciation events and celebrations.
 - Free or discounted admission to certain programs and events.
 - Networking opportunities with like-minded individuals.
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6. Recognition and Feedback We value our volunteers and strive to recognize your contributions through:

- Spotlights in the DNC newsletter.
 - Volunteer appreciation events.
 - We encourage open communication and welcome feedback to improve your experience.
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7. Contact Information For questions or support, please contact:

- **Program and Community Engagement Manager:** Lisha Wedderburn, volunteer@dunwoodynature.org
- **Phone:** 770-394-3322
- **Address:** 5343 Roberts Drive, Dunwoody, GA 30338
- **Website:** www.dunwoodynature.org

