City of Burien
Parks, Recreation
& Cultural Services

VOLUNTEER HANDBOOK

Burien

Introduction

We are extremely pleased to have you join us in contributing to the community and hope you will enjoy sharing your time and talents with us. This Volunteer Handbook has been prepared to assist you in your volunteer work with the City of Burien's Parks, Recreation & Cultural Services Department (PaRCS). This handbook provides general information about the City of Burien and the PaRCS Department, as well as specific information about your volunteer service including volunteer policies, mutual responsibilities, expectations, and procedures for recording and reporting volunteer hours.

As a volunteer, your primary contact with Burien will be your Supervisor. They will be happy to answer any questions you have regarding your assignment or the volunteer program in general.

Mission Statement

The mission of the PaRCS Department is to enrich and inspire the Burien community through high-quality experiences, people, and places. Our department promotes a healthy, livable community with opportunities for physical activity as well as personal and cultural enrichment.

City of Burien Values

INNOVATIVE STEWARDS OF PUBLIC TRUST

By **Trust** we mean relying on one another, based on mutual respect and a belief in the positive intent and competence of others . . .

- I fulfill my commitments and deliver results.
- I respect others' thoughts and ideas.
- I perform my tasks to the best of my abilities and encourage the same of others.
- I accept personal responsibility for my work.

By **Integrity** we mean staying true to our values and doing what is right even when no one is looking . . .

- I treat everyone with dignity and respect.
- I do what is ethical in all situations.
- I handle confidential information discreetly and appropriately.

By **Collaboration** we mean working together towards a common goal by sharing knowledge, learning and building consensus . . .

- I support and contribute to group efforts and goals.
- I work to achieve positive outcomes.
- I consider and build on others' thoughts and ideas.
- I utilize the individual talents of team members.

By **Service** we mean what each of us does every day to make a meaningful contribution . . .

- I give my best efforts and take pride in all that I do.
- I anticipate needs and take action.
- I treat others as I would like to be treated.
- I am positive and helpful to all.

By **Communication** we mean open, honest, consistent and timely exchange of information leading to a shared understanding . . .

- I clarify and confirm what is expected of me.
- I give and receive constructive feedback.
- I share ideas and information, in a timely manner, to the appropriate party.

By **Excellence** we mean the pursuit of the highest standard . . .

- I use creative solutions and strategies to continually improve.
- I support the importance of life/work balance.
- I celebrate success.

BURIEN PARKS, RECREATION & CULTURAL SERVICES

Email: parksinfo@burienwa.gov

14700 6th Ave SW
Burien, WA 98166

Ph: (206) 988-3700

Hours: Monday–Thursday, 9:00 AM – 7:00 PM
Friday, 9:00 AM – 5:00 PM

History of Burien

Burien's Origin Story

Every city has an origin story, and Burien is no exception. The story goes that Michael Kelly (1852-1916), son of settlers in the Duwamish River valley, climbed the daunting hill west of the confluence of the Black and Duwamish rivers, expecting to see Puget Sound. What he saw instead was a heavily wooded old-growth forest and a beautiful valley, a place he eventually called *Sunny Dale*. Kelly wanted to homestead there with his bride-to-be, Elizabeth Jane Fenton (1853-1931), but to do that he needed to be 19 years old and clear 160 acres of land. He obtained a permit, cleared the land, and moved into a log cabin on their homestead on April 1, 1873. The adjoining wagon track initiated by local settlers leading through the woods and down the hill to the Duwamish River eventually became known as Des Moines Memorial Drive. The area, now near the center of Burien, was called Sunnydale for decades.

Lake Burien, a 44-acre, spring-fed glacial lake, was named after Gottlieb Burian (1837-1902) and his wife, Emma Worm Burian (1840-1905). The Burians came to the United States from Lower Silesia, Prussia (now part of Poland). They arrived in the Washington Territory in about 1874 and moved to Seattle in about 1876. The Burians began to make a second home for their family in Sunnydale in 1884, and in 1889 they purchased a 120-acre homestead at the southeast corner of the lake, later named for them. (There appears to be no record explaining how the "a" in "Burian" was changed to an "e"). While earlier homesteaders in the area had worked hard to make a living from the land, the Burians were suburban landowners, keeping a home in Seattle and living as a prosperous tavern owner, but spending holidays and summers with their family near the lake.

Incorporation and Annexation

Sea-Tac Airport's growth also helped inspire Burien residents to incorporate after repeatedly rejecting proposals to form a city. On the fifth attempt, the City of Burien officially incorporated on February 28, 1993, as a non-charter code city with a council-manager form of government. The estimated population at the time was 27,700 within the

incorporated area of about nine square miles. At the time, Burien's boundaries were: north – SW 128th Street, 12th Avenue SW, and SW 116th Street; south – Normandy Park; east – Des Moines Memorial Drive; and west – Puget Sound. On March 10, 1992, residents voted about two-to-one in favor of incorporation.

Since incorporation, Burien has pursued annexation of adjacent neighborhoods, often successfully. In early May 2009, both King County and the City of Burien passed resolutions to place an annexation vote on the August 18 primary ballot. The annexation area voted on consisted of southern North Highline and had an area of about 1,600 acres and approximately 14,000 residents. The ballot issue was approved by a majority of southern North Highline residents, and on April 1, 2010, southern North Highline became part of Burien. After the annexation vote, a special census was conducted, and it was determined that the newly annexed area had 14,292 residents. This resulted in a new population total of 49,858, making Burien the 23rd largest city in Washington.

General Information

Volunteer

Any person who, of their own free will, provides goods or services without financial gain.

Types of volunteers

Volunteers play a very important role in Burien's staffing plan. There are three types of volunteers helping within the City: Ongoing Volunteers, Temporary Volunteers, and Teen Volunteers. (Court-ordered community service volunteers are generally referred to other local organizations that need extra help, such as food banks, multi-service centers, and other similar service groups.)

Ongoing (long-term) Volunteers

Ongoing volunteers include adult individuals that choose to volunteer within the City on an ongoing, regular basis. These individuals are required to complete a volunteer application, a background check, and complete the interview process. An application is not a guarantee of placement in a volunteer task or position. Ongoing volunteers may choose a regular work schedule, remain "on-call," volunteer a minimum of once per month, or volunteer indefinitely on an as-needed basis. Ongoing volunteers will need to go through the background check process once a year. The volunteer and their staff supervisor will assist in scheduling, training, assignment of tasks, and evaluation.

Ongoing volunteers who become inactive and do not contribute hours for six months or more may be required to repeat the application process if they desire to remain a volunteer and continue service within the City of Burien. Upon conclusion of service, ongoing volunteers will submit a letter or email of resignation to the designated City Department/Division.

Short-Term/Temporary Volunteers

Temporary volunteers are teen and adult individuals who wish to volunteer temporarily for an event or project that has a specific timeframe or point of completion. This group may also include individuals who wish to complete a certain amount of volunteer service as required by an educational organization such as a high school, community college, trade or technical school or university/college, or as required by a professional or social organization such as a club, non- profit entity, church, scout troop or corporate group. Except for one-time event volunteers, a volunteer application and interview are required before the service start date. The volunteer and staff supervisor will assist in scheduling, training, and assignment of tasks. One-time event volunteers will receive on-site, day-of training/placement, and supervision to help during the event hours.

Once the volunteer has completed their required hours, they may request proof of completion. Proof of completion is a written acknowledgment of the number of hours of volunteer service provided, which is generally documentation on City letterhead and/or a provided form from the volunteer. Upon the conclusion of service, temporary volunteers are not required to submit a letter of resignation.

Examples include special event volunteers, volunteer photographers, and special project volunteers.

Teen Volunteers

Volunteer opportunities for teens, ages 13-17, are available in various capacities such as special events, day camp, and other PaRCS programs. Interested youth should complete a volunteer application, prepare for, and participate in the interview. Acceptance and site placement are based on the availability of positions.

Your Supervisor

Designated PaRCS staff charged with the training and program management.

Recreation Supervisor

The staff person in the PaRCS Department who oversees the PaRCS Department engagement of volunteers.

Basic Expectations

As a volunteer, we ask that you remain open-minded, willing to be trained and follow directions, and able to accept supervision. At the same time, we encourage you to ask questions regarding policies, practices, or procedures with which you have questions.

Reliability

We count on you to fulfill your agreed-upon duties promptly. It is your responsibility to notify your Supervisor if you are unable to volunteer at the appointed time or place.

Communication

As you know, volunteers not only help address the needs of the PaRCS Department and its residents in an important way but also provide a vital link between the organization and the community. Communication is an essential element of your volunteer experience and satisfaction. You are encouraged to share questions, comments, and feedback that may arise during an assignment with your Supervisor.

Responsibility

Volunteers represent the Burien PaRCS Department and the City of Buren. As a volunteer affiliated with PaRCS, you will be seen as a visible extension of our staff to the residents we serve. You must uphold the high professional standard that the public expects to maintain the City's reputation of integrity, professionalism, and trust.

What You Can Expect of Us

All volunteers must have an identified supervisor. Your supervisor will:

- Provide adequate orientation and training to prepare you to be successful at your assignment.
- Be diplomatic, respectful, and tactful in working with you and offering appropriate feedback and coaching as part of the training.
- Be prepared and organized when you arrive. This includes providing proper supervision, instruction, supplies, and workspace.
- Treat you as a respected member of the work team, entrusting you with information to successfully complete your assignments.
- Be accessible and open to discussions regarding any concerns and issues that may arise.
- Keep you informed of any changes in policies or procedures.
- Support you to maintain accurate records of your volunteer hours and service.
- If applicable your supervisor may provide opportunities for you to challenge yourself and learn new skills.

Additionally, your supervisor communicates with the Volunteer Coordinator regarding your placement. This includes providing input in evaluating volunteer assignment fit and informing the Volunteer Coordinator about any problems related to your assignment.

Additional Expectations

- Follow all applicable state and federal laws, PaRCS policies, procedures, and guidelines.
- Contribute to an atmosphere of professionalism, teamwork, and service.
- Interacting with staff, other volunteers, customers, and the public professionally and courteously.
- Maintaining an open line of communication and good working relationships.
- Adhere to the City's drug and alcohol-free work environment policies.
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- Fulfill the assignment as agreed upon and notify your Supervisor or Volunteer Coordinator if for some reason you are unable to complete it.
- Be prompt, reliable, dress appropriately, and call your Supervisor in the event you are not able to come in for your assigned shift.
- Report any problems or unusual situations promptly.
- Keep your Supervisor or the Volunteer Coordinator informed of anything that affects your performance and request a change of assignment if appropriate.
- Make suggestions for improving volunteer onboarding, training, and recognition.
- Refrain from going beyond training, ability, and authority given.
- Take initiative when appropriate but consult your Supervisor when needed.

Volunteer Process – Program Guidelines

Recruitment

The City of Burien participates in ongoing volunteer recruitment. Potential volunteers may learn about opportunities through the Burien website, flyers, social media, various newsletters, and brochures as well as contacting staff.

Volunteer Selection and Placement

Potential volunteers need to submit a complete volunteer application. Staff will interview potential volunteers to match volunteer needs and abilities with Burien's goals and needs. Applicants must be 18 years or older (14-17 years for teens). Once possible assignments are identified and the volunteer paperwork completed, including applicable background checks, the staff will review the job description, job skills, time, availability, and the commitment necessary to complete the job. A mutual decision regarding placement will then be made by both parties.

If there are no open volunteer opportunities available for which you have applied, you will be contacted and your application will be kept on file for future volunteer opportunities.

Even with careful placement, some volunteer assignments simply do not work out. If you feel the assignment is not what you expected, talk to your supervisor within the first few weeks. This will allow for possible adjustments in your assignment.

Volunteer applicants are required to comply with the following:

- Complete the application, with no omissions or misrepresentations.
- By signing the application, you certify that all information is true and complete to the best of your knowledge.
- Advise your supervisor or the Volunteer Coordinator of any changes to contact or application information.
- Complete the Background Check process, if applicable to the placement.
- Understand that the time with Burien is unpaid.

- Assume all risks and/or hazards associated with volunteering/participating in tasks and volunteer jobs, and agree to hold harmless the City of Burien.

Orientation and Training

After you have completed the orientation and training with your supervisor, please ask questions at any time. It is important for your satisfaction and the performance of your job that you understand what is expected of you. Depending on your assignment, you may be required to attend training sessions.

Volunteers will learn certain work skills on the job or by working alongside or shadowing another more experienced volunteer or staff person.

Training may include observing and shadowing another, completing computer tutorials, and attending training, meetings, orientations, or workshops.

Work Schedule

Commit yourself realistically for volunteer service. Make an agreement to volunteer based on the number of hours each week/month/quarter and the length of time you are available.

Work schedules are established by you and your supervisor. If you need to change the scheduled hours, please notify your supervisor as far in advance as possible. Depending on the work, an alternative schedule may be arranged.

It is understood that from time to time it may be necessary for you to be absent due to illness, injury, family, or personal reasons. To avoid disruption at the worksite, please notify your supervisor as far in advance as possible. If an emergency arises and you are unable to report to work, please contact your supervisor or have a friend or relative do so if you are unable.

Remember, you are a valuable member of the work team and your absence may hamper the completion of the work assignment. After you have committed for a specific time, staff depends on your regular attendance.

Timesheet & Waiver

You are responsible for keeping a Volunteer Time Sheet and reporting your hours to your supervisor each month or following each time you volunteer or specific to your positions. Timesheets also include waivers that require completion each time. Volunteer hours from all departments are compiled and reported quarterly.

Performance of Duties

- Familiarize yourself with your assigned scope of work.
- Check-in with the staff at your assigned placement. Please arrive on time and sign in on your timesheet. Check with the staff on projects or tasks for the day.
- Stay visible. If you need to leave your work area for any reason or need a break, let another volunteer or staff member know.
- Be sure to clean and put away any equipment or materials you may have used during your shift.
- Sign out on your timesheet and notify the staff that you are leaving.

Supervision

At the beginning of your assignment, your supervisor will orient you to your responsibilities. Do not hesitate to ask your supervisor for assistance, especially if a situation arises about which you are unsure.

Your supervisor has the responsibility of coordinating your on-the-job training, preparing your work assignments, submitting your timesheets, and regularly checking your performance.

Confidentiality

You may be exposed to sensitive and/or confidential information or situations. While most of Burien's business is public information, certain information remains confidential (for example health or medical conditions). PaRCS takes particular care in handling residents' personal information. You must ensure that confidential information remains confidential. Volunteers are responsible for maintaining the privacy of any information to which you are exposed while serving as a volunteer, involving customers, staff, volunteers, or other persons. Information regarding customers should not be the subject of casual conversation either inside or outside the department.

Ongoing Check-ins

Ongoing check-ins are designed to involve ongoing, temporary, and teen volunteers and PaRCS staff in working together to ensure that program goals and objectives are met. Your supervisor will provide ongoing feedback as well as an informal evaluation of your performance at the end of each assignment. The check-in and informal evaluation process will also provide you with an opportunity to comment on your supervisor's role, the project overall, and your experience volunteering.

The evaluation provides benefits to all concerned. Problems can be avoided or prevented through evaluation. Future and current volunteer projects may be improved through your feedback, comments, and suggestions discussed in the evaluation process.

Departure from the Volunteer Program

If ongoing volunteers choose to resign, they should submit written or email resignation to their supervisors at least two weeks before their last day.

Termination of a volunteer's services may sometimes be necessary. In all cases, the supervisor will discuss the reasons for dismissal from the program with the volunteer. Reasons for termination may include but are not limited to, habitual lateness or poor attendance, unnoticed absences, improper behavior, preventable on-the-job accidents, dress code violations, misrepresentation of Burien, any use of drugs or alcohol, risky conduct or decisions.

Policies and Procedures

Identification

Your supervisor will provide an ID badge for use during your shifts.

Resignation/Termination

Placements are made on a conditional basis. Either you or your supervisor may terminate the arrangement if it is not acceptable or when the assignment has been completed. We request that you give as much notice as possible if resigning or interrupting your volunteer assignment for an extended period. Should you desire reassignment, please contact the Volunteer Coordinator.

Future Paid Employment

Please be advised that there is no obligation on behalf of the Burien PaRCS Department to place, interview, or hire a volunteer for any paid position. Volunteers must apply for any paid employment and follow the established procedures that exist for applicants from the general public who apply for city employment.

Customer Service

Serving our customers is the top of all volunteers and regular employees. As a volunteer, you must provide residents the high-quality service. It is important to remember that "customer" includes everyone you come in contact with while representing the Burien PaRCS Department including residents, city and contract employees and representatives from other agencies and organizations or other volunteers.

As part of our commitment to customer service, it is important to keep the following points in mind when serving customers:

- Listen actively to determine the customer's request, then pass those requests along to your supervisor.
- Always remain courteous, calm, and professional.
- Make the extra effort to help the customer.

Hostile or Threatening Customers

On rare occasions, volunteers may encounter hostile or threatening customers. If you feel unsafe for any reason, immediately contact your supervisor or lead/fellow volunteer, leave the area, and/or call 911. Panic buttons are located in the Burien Community Center; ask your supervisor or available staff about these. Report any unusual situations to your supervisor immediately.

Media Inquiries

If you are contacted or approached by the media while volunteering, please forward the request to your supervisor or any available staff.

Gifts and Favors

Volunteers, individually or collectively, shall not solicit or accept any reward, fee, loan, or gratuity in conjunction with services rendered or in the performance of their duties, except those provided by PaRCS as formal volunteer appreciation. As a representative of the Burien PaRCS Department, you shall not engage in any activity which conflicts with or creates an appearance of conflict with, the performance of official duties.

Fair Practices

The Burien PaRCS Department promotes and affords equal treatment and service of all persons regardless of race, religion, color, political affiliation, sexual orientation, national origin, sex, age, marital status, disability status, or any other basis prohibited by law. It is also the policy of the City to foster and maintain a harmonious and non-discriminatory working environment. The City will not tolerate jokes, comments, or other forms of harassment regarding age, creed, disability, ethnicity, gender, gender identity, gender preference, race, religion, or sexual orientation. Burien PaRCS expects you to be aware of and support these policies. Violation of these policies may be cause for immediate termination of your service.

Non-Harassment

Burien PaRCS will not tolerate sexual harassment of any volunteer or by any volunteer. Sexual harassment is illegal and is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct of a sexual nature. This protection against harassment includes conduct by co-workers, customers, guests, managers, vendors, or other volunteers.

> **What you should do:** if at any time you feel that you are being harassed please talk with the person and ask that the conduct stop. If you are uncomfortable doing this or the conduct does not stop, talk with your supervisor. If you feel the need for additional intervention contact the Volunteer Coordinator.
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> **What the City will do:** the PaRCS Department will investigate the matter as discreetly as possible and inform you of the results of the investigation. If warranted, Burien will take appropriate disciplinary action up to and including termination. Reprisal or retaliation for raising harassment concerns will not be tolerated.

Alcohol and Drug-Free Work Environment

You may be subject to disciplinary action or termination for being under the influence of, or in possession of, intoxicating beverages and/or any drug during work hours or for the use of alcoholic beverages, narcotics, controlled substances, or any other drug when the use thereof interferes with your efficiency or mental or physical fitness, or which precludes you from properly performing your functions and duties.

Smoking and Vaping

The Burien PaRCS Department does not allow smoking or vaping within 20 feet of any Burien facility, park, or programming.

Safety

The Burien PaRCS Department is concerned about your health and safety. You are responsible for contributing to workplace safety by:

- Being familiar with observing all safety rules and regulations.
- Being familiar with the location of fire extinguishers in your work areas, the location of all exits, and your area evacuation plan.
    - **Burien Community Center** – first aid kits are located in each classroom and at the front desk. A panic button is located at the front desk and near the back door in the administrative area. Exits are marked. The evacuation plan is posted in each classroom and at the front desk.
    - **Moshier Arts Center** – first aid kits are located in office, wheel room, multipurpose art closet, and kitchen. Fire extinguishers are located in the kitchen, wheel room, hand-building room, glaze room, multipurpose room, and boiler room. Exits are marked
    - **Off-site** – check with your supervisor.
- Keeping work areas clean, orderly, and free of hazards.
- Asking your Supervisor for instruction before performing new tasks or using new equipment.
- Dressing in attire suitable for performing the assignment.
- Correctly lifting and properly handling materials.
- Promoting safety among other volunteers and employees, communicating safety information, and aiding new volunteers in developing safe work habits.
- Exercising maximum care and good judgment always to prevent accidents and injuries.
- Immediately report to your Supervisor injuries, illnesses, 'near-misses', unsafe conditions, safety hazards, unsafe equipment, and/or unsafe practices by others in the workplace.

Emergency Procedures

Acts of Violence – During an act of violence (e.g. robbery, hostage situation, workplace violence, active shooter), use the ADD™ to appropriate to your current situation.

AVOID starts with your state of mind.

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

DENY when getting away is difficult or maybe even impossible.

- Keep a distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain out of sight and quiet by hiding behind large objects and silence your phone.

DEFEND because you have the right to protect yourself.

- If you cannot Avoid or Deny, be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

CALL 911 when you are in a safe area. When law enforcement arrives show your hands and follow commands.

Earthquake - Tuck down and protect your head and neck. Get underneath a table or something stable if there is furniture in the room. Stay away from windows and glass. If you are outside, stay outside, and stay away from buildings, utility wires, sinkholes, and fuel and gas lines. Once shaking stops, check for your safety and others and go to report to a supervisor or person in charge. Other Burien staff or first responders can be contacted for further instructions.

Fire – When you hear the fire alarm, evacuate yourself and class participants out of the building and meet in the parking lot in front of the Burien Community Center or Moshier Art Center (north of building, away from the propane tank), depending on class location. If you are outside, move away from the fire and call 911. Check for the safety of yourself and others and report it to the supervisor or person in charge. Other city staff or first responders can be contacted for further instructions.

Lockdown – Lockdowns will occur without notice, so be prepared to shelter in place. Lock all windows and doors. Stay calm and out of sight. Contact staff on duty or call 911, depending on the urgent nature of the emergency, and await further instruction from staff, management, or first responder.

Medical Emergencies – If you or another volunteer is having a medical emergency, contact or have another person notify staff and call 911, depending on the urgent nature of the emergency. Ensure that others and you are safe and await for aid and further instructions if you're unable to assist.

Power Outage – In the event of a power outage, contact staff on duty or supervisor/manager for further instructions.

Use of Vehicles for Volunteer Purposes

If you choose to drive your vehicle for volunteer purposes, your auto insurance will apply. To drive a City vehicle, PaRCS must approve your driving record and you must go through a behind-the-wheel training with staff. Please remember, it is a privilege to drive a PaRCS vehicle. We are held to a higher standard because of the logo on the side of the vehicles. Please live up to those standards while driving a PaRCS vehicle. Always wear your seat belt. It is the law. Police will stop you and issue a ticket for not wearing a seat belt. It doesn't matter that you are in a PaRCS vehicle.

Please remember the cell phone law that bans the use of cell phones without a hands-free device while driving.

Steps to take if you are involved in an accident in a City vehicle:

- Go to the other vehicle, identify yourself, the department you work for, and ask them if they are ok. Tell them you are going back to your vehicle to call 911, to get paperwork, and call your Supervisor.
- When you call 911, identify yourself as a City of Burien volunteer.
- In the van binder or glove compartment of each vehicle is an envelope containing the forms that need to be completed. On the outside of the envelope is a step-by-step process of exactly what you need to do. Some of the forms need to be completed at the scene of the accident.
- Limit your statements. Do not admit liability or state the PaRCS Department will take care of everything. Do not say you are sorry. In a court of law, this could be construed as admitting liability.
- Do not give out personal information besides your name and the department you work for. Your address, phone number, insurance is not needed.
- Notify your Supervisor.

- The Burien PaRCS belongs to an insurance pool called WCIA. We are not self-insured.

Electronic Communication / Internet Use / Public Records

Any information provided in the volunteer application process, and emails sent or received by PaRCS employees and volunteers, are public records and may be subject to disclosure under the Public Records Act (RCW 42.56).

Facilities

Volunteers may use all staff kitchens and restroom facilities.

Employee/Volunteer Dress Guidelines

The Burien PaRCS Department provides a wide range of services to citizens. Each service has its clientele and constituency. Please dress in acceptable attire for the volunteer work you are performing, as based on a conversation with the supervisor.

Other Policies, Procedures, and Guidelines

Each volunteer assignment may have additional guidelines, policies, and procedures to follow depending upon your assignment. Your supervisor will cover information specific to the assignment with you. Any questions related to policies, procedures, or volunteer assignments should be discussed with your supervisor and/or the Volunteer Coordinator.

City of Burien Holiday Schedule

The following days are designated holidays:

Holiday:	Date observed:
New Year's Day	January 1st
MLK Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving	4th Thursday and Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th

Any regular holiday which falls on a Saturday shall be observed on the preceding Friday and any regular holiday which falls on a Sunday shall be observed on the following Monday.

Important Contact Information

Burien Community Center – 206-988-3700 / ParksInfo@burienwa.gov

On-call after hours – 206-391-1612

Caroline Bobanick – Recreation Supervisor
206- 391-6605 / carolineb@burienwa.gov

Gabbi Gonzales – Recreation Coordinator – Forest Stewards and Green Burien
206- 518-3397 / gabbig@burienwa.gov

Dabney McFarlane – Recreation Coordinator – Adult, Senior & Rentals
206- 475-0975 / dabneym@burienwa.gov

Alisa Savage – Recreation Coordinator – Arts
206- 988-3709 / alisas@burienwa.gov

Denay Stell - Recreation Coordinator – Youth and Teens
(206) 641-4484 / denays@burienwa.gov