



JOHNSON COUNTY

**Park & Recreation
District**

**VOLUNTEER
MANUAL**

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**JOHNSON COUNTY PARK AND RECREATION DISTRICT
VOLUNTEER MANUAL**

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WELCOME STATEMENT

Welcome to the Johnson County Park and Recreation District (JCPRD) volunteer program. Thank you for your generosity of time and talent to make a difference in the community! There are many places you could choose to volunteer, and we are grateful that you chose JCPRD.

This handbook serves as a guide to familiarize you with JCPRD and how our volunteer programs operate. It includes information about the different divisions and volunteering topics. Please read it before starting your volunteer work and use it as a reference during your experience. Call our Volunteer Coordinator at 913-826-3130 if you have any questions or concerns.

OUR MISSION

To enrich our community through excellence in parks, recreation, culture, education, and public service.

OUR VISION

Pursuing innovation and stewardship to sustain and enrich a thriving park and recreation system that inspires play, culture, and education, leading to healthy and fulfilling lives for all.

OUR HISTORY

The JCPRD Board and staff appreciate the commitment you have made. Volunteers have been a part of JCPRD since the beginning. The creation of JCPRD was the result of citizens who cared about their community and gave their time and energy to ensure our natural resources were protected.

In the early 1950s, Johnson County's population was approaching 40,000 and expected to grow rapidly. The county's location on the edge of the metro placed it directly in the path of imminent development. Members of the Shawnee Mission Sertoma Club and its women's auxiliary, La Sertoma Club, foresaw the impact residential and commercial development would have on the existing county infrastructure. These community leaders sought expanded, centralized services for the growing county, including the need for a park district to preserve open space for recreational uses.

It was soon discovered there was not a process in place to create a park district, so the Kansas Legislature was approached for the authorization. The legislation, which was passed in 1953 enabling the formation of JCPRD, was a first for Kansas. The district was named the Shawnee Mission Park District, and its boundaries were the townships of Mission and Shawnee in the northeast portion of the county where the majority of the population resided. The first Shawnee Mission Park District Board was appointed in January 1955.

In June 1956, voters approved bonds to purchase the first park properties. Forty-four acres in Merriam was the first property purchased, and Antioch Park was dedicated and opened in 1958. The second property purchased consisted of 1,250 acres and was named Shawnee Mission Park, which was dedicated in 1964. Per its state statutes, the Board of Johnson County Commissioners (BOCC) appointed a board of park and recreation commissioners to oversee policy and the responsibilities of the agency.

Through 1967, the park district remained a land resource agency. In 1967, again in accord with the county's citizens, the Kansas legislature changed the park district's mission to include recreational activities and extended the jurisdiction to all of Johnson County. The legislation also changed the agency's name to the Johnson County Park and Recreation District (JCPRD).

Parks and recreational programs everywhere are a stabilizing influence on local communities, protecting, and contributing to property values, the economy, and the wellness of citizens. The foresight by the citizen leaders in Johnson County in the 1950s to plan for parks, recreation opportunities, and growth has enabled the county to progress as a community of choice.

JCPRD

JCPRD currently owns 10,090 acres. In addition to Antioch Park and Shawnee Mission Park, JCPRD now owns several other parks and properties. Large regional parks include Big Bull Creek Park (2,027 acres), Cedar Niles Park (1,030 acres), Heritage Park (1,235 acres), Kill Creek Park (1,221 acres), Lexington Lake Park (465 acres), and Meadowbrook Park (83 acres). Other parks currently opened are Camp Antioch Park (44 acres), Branch Glade (58 acres), Ernie Miller Park (126 acres), Stoll Park (80), Stilwell Community Park (54), Sunflower Nature Park (57), and Arthur and Betty Verhaeghe Park (41 acres). Approximately 791 acres are set aside for the future development of additional regional and community parks, multi-purpose trails, and natural resource areas.

The Streamway Parks System is a system of multi-use trails along major stream corridors with funding approved by voters in 1985. It has since been the catalyst for a county-wide network of almost 300 miles of trails. JCPRD's trail work is extensive on several streamways, some in partnership with municipalities. The Gary L. Haller Trail, named for a former JCPRD executive director, in the Mill Creek Streamway Park was the first trail completed and maintained by JCPRD. The trail extends 17 miles from Nelson Island on the Kansas River and south through the cities of Shawnee and Lenexa to the heart of the city of Olathe.

JCPRD provides over 4,000 recreational programs each year and manages and operates key recreational and culture facilities. The properties include Johnson County Arts and Heritage Center, Shawnee Mission School District Aquatic Center, Ernie Miller Nature Center, TimberRidge Adventure Center, Meadowbrook Park Clubhouse, Tomahawk Hills Golf Course, Heritage Park Golf Course, Mid-America Sports Complex, Mid-America West Sports Complex, Mill Creek Activity Center, Roeland Park Dome, New Century Fieldhouse, and Meadowbrook Park Clubhouse.

JCPRD's day-to-day operations are achieved within five divisions. The Parks and Golf Courses Division is responsible for resource management and maintenance of park properties and facilities. The Recreation Division plans and provides programs for all ages and manages swimming pools, athletic fields, and indoor recreation facilities. The Safety and Outdoor Education Division is comprised of park police and environmental and outdoor education programs, largely targeting school-age youth through school field trips and onsite programs. The division operates the Ernie Miller Nature Center, TimberRidge Adventure Center, and JCPRD risk management issues. The Culture Division includes the Johnson County Museum, Theatre in the Park, fine and performing arts, public art, and facility rentals. This division offices at the Johnson County Arts and Heritage Center (JCAHC), which serves as a cultural hub for Johnson County. The Administrative Services Division, JCPRD's central services departments, is comprised of the Development Department, Finance Department, Human Resources Department, Information Technology Services Department, Marketing & Communications Department, and Planning & Development Department.

JCPRD is a team of highly committed professionals, dedicated to providing quality services. JCPRD is nationally accredited by the Commission for the Accreditation of Park and Recreation Agencies (CAPRA), meeting all fundamental and non-fundamental accreditation standards. JCPRD is a two-time (1995, 2017) winner of the National Gold Medal Award, recognizing park and recreation agencies as the best in the nation within their population category, of which JCPRD is in the largest population classification.

JCPRD's parks and recreational programs are a source of pride, appreciated by citizens in that they give back to the community. JCPRD's mission today continues to be the protection of the natural resources within its properties and providing quality parks and recreational services for citizens to enjoy today and in the future.



OUR VALUES

BEHAVIORAL VALUES

Integrity
Professionalism
Humility
Humor
Respect

CORE VALUES

Public Service
Public Trust
Public Leadership

OPERATIONAL VALUES

Caring Workplace
Stewardship
Teamwork
Continuous Improvement
Learning Organization

VOLUNTEER OPPORTUNITIES AND CONTACT INFORMATION

50 PLUS CENTERS ASSISTANTS: Centers near Gardner, Overland Park, Prairie Village, Roeland Park, and Shawnee offer programs and leisure activities for the 50 Plus population. Assistance is needed in the office, to instruct classes, and to help with special events. Volunteer commitments are flexible and can range from on call/as need to set weekly schedules.

50 PLUS TRAVEL: 50 Plus offers a complete travel program including one-day, regional and extended tours. Volunteers needed to assist with office work, telephone inquiries, and mailings. Must be mature, outgoing and have good telephone skills. Need to have some administrative experience and an ability to learn some data-entry procedures.

CHILD CARE AIDES: Volunteers needed to assist in childcare centers located in the Shawnee Mission School District for preschool and school age children. Flexible hours, some age restrictions may apply.

CULTURAL EVENTS: One-time volunteer opportunities exist to support cultural events throughout the year. These events may take place in a JCPRD facility or outside in a park setting. Event examples include Hispanic Heritage Month, Juneteenth, concerts in the park, and fall festival events.

SPECIAL EVENT RACES: Annual events at Heritage Park, Kill Creek Park and Shawnee Mission Park. Volunteers to assist with bike counting, passing out water, number assigning and more.

ERNIE MILLER PARK: Open to individuals age 18 or older who are interested in the natural and cultural history of Johnson County. Volunteers at the nature center assist in all facets of running the center. Volunteers work indoors or out, with the public or behind the scenes. They provide manpower at special events throughout the year and assist the public visiting the nature center.

ERNIE MILLER AMPHITHEATER PROGRAMS: JCPRD presents special nature programs designed to be both educational and entertaining. Volunteers are needed to assist in setup, greeting visitors, collecting fees, and take-down.

GOLF COURSE MARSHALS: Needed to assist patrons with tee-off times and rules and regulations.

JOHNSON COUNTY MUSEUM AT THE ARTS AND HERITAGE CENTER: The Museum's main exhibit, "Becoming Johnson County," tells our county's rich history and features the 1954 All-Electric House, White Haven neon sign, and more. KidScape, a 3,500 square foot kid-sized play area, is designed for the Museum's youngest visitors to learn through play. Volunteers are needed to assist with tours, programs for all ages, events, and visitors' services.

KANSAS CITY CORPORATE CHALLENGE: An annual event cosponsored by area corporations, held at various locations during June. Volunteers needed to assist in conducting all events, including swim meet, 5K run, duathlon, triathlon, football throw, and many other events

PARK MAINTENANCE WORKERS: Help is needed throughout the year with miscellaneous tasks that help keep the parks clean and beautiful. Duties include general cleaning, painting, trail maintenance, maintenance of flower beds (especially someone with specialized experience and interest in the care of rose bushes).

PUBLIC RELATIONS: JCPRD's Marketing and Communications Department is responsible for public relations, promotions, and publications for JCPRD's public informational and marketing needs. Volunteers needed to assist in various projects and special events, to freelance articles with area news media, to distribute information at special events, and other fun, rewarding areas.

PUBLIC ART PROGRAM: Volunteer opportunities exist to participate as a member of an art selection committee for various public art projects across Johnson County or as a member of the Public Art Committee. One-time opportunities also exist to assist at special events throughout the year. Learn more at www.jcprd.com/publicart.

SPECIAL POPULATIONS: Volunteer opportunities exist for persons with a strong desire to learn and to help others succeed. Special Olympics relies heavily on volunteers for many different sporting events. Assistant coaches are needed during practice times. Each sport has a minimum of ten practices.

STREAMWAY PARK TRAILS: Volunteers needed to help with the general maintenance of different portions of the trail. Duties could include picking up trash, painting, and trail maintenance.

THEATRE IN THE PARK: Onstage opportunities are open to individuals 6 years of age and older. Auditions for TIP's 5 show OUTDOOR summer season occur during the spring and the INDOOR season auditions through the year. Information can be found at www.theatreinthepark.org in February of each year.

Other opportunities exist beyond the scenes for anyone interested in the varied aspects of the theatrical arts. Age limits apply to some opportunities. During the OUTDOOR summer season (June-August), volunteers work primarily outdoors, with the public, or behind the scenes and provide manpower at productions and special events. During the INDOOR season, volunteers work primarily inside at the Arts & Heritage Center performing or behind the scenes leading up to the opening night.

TIMBERRIDGE ADVENTURE CENTER: Help is needed throughout the year at the TimberRidge facility with minor upkeep and program preparation. Many organized groups use this facility for rentals, challenge course team building and activity days.

For more information on any of the above opportunities, please contact our Volunteer Coordinator at (913) 826-3130 or visit our website at www.jcprd

JCPRD HOLIDAYS

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

FACILITY INFORMATION

Parking Information

Check with the volunteer support person at your facility for designated JCPRD staff parking.

Restrooms

There are restrooms at each site. Please check with your volunteer support person prior to starting your shift at each location. When working with food, state law requires you to wash your hands before or when returning to duty.

Personal Belongings

Volunteers are cautioned not to bring valuables to work. Johnson County Park and Recreation District cannot be responsible for loss of personal property. Check with your volunteer support person for storage of personal

VOLUNTEER RECOGNITION

Volunteer recognition is provided by each individual department on an on-going basis. Volunteers are also included in the JCPRD-wide quarterly recognition program.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Volunteers are viewed as a valuable resource of JCPRD, its staff, and its patrons. Volunteers have the right to be given meaningful assignments, the right to be treated as equal team members, and the right to effective support. Volunteers have the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to perform their duties to the best of their abilities. They will remain loyal to the goals of JCPRD and operate according to its procedures.

Record Keeping

You will complete and turn in a volunteer time record at the end of each month. It is very important that you return your time record each month to provide information for the following:

- A. Dates worked
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- B. Time of volunteer activities [i.e., 11 a.m. to 1:15 p.m.]; all fractions of time are to be rounded off to the nearest quarter (.25, .50, and .75).
- C. Total volunteer hours given.
- D. Brief description of the assignment.

Your supervisor should maintain the time record and record the running totals.

Each person participating in JCPRD's volunteer program must complete and sign a Volunteer Hold Harmless form. There are two forms for this: one form is for the individual volunteer and the second is for a group. It is the volunteer support person's responsibility to have the appropriate form(s) signed. The original should be sent to the Human Resources Department and a copy retained for the department's file.

If a volunteer is contributing to an ongoing project, [i.e., the Bluebird Restoration Program], a Volunteer Hold Harmless form should be signed each calendar year.

Background Checking

Comprehensive background checking will be conducted on all volunteers, all existing employees and all final candidates for employment, who perform or may be assigned or asked to perform certain and identified duties or work functions for JCPRD involving sensitive and/or specialized responsibilities as identified by JCPRD, including the following:

- A. Those persons who will or could be interacting directly with minors (under age 18), in a JCPRD run or sponsored licensed childcare setting or program, as required by the Kansas Statutes Annotated 65-516, as now existing or hereafter amended, or otherwise required by any rule or regulation of the Kansas Department of Health and Environment.
- B. Those persons who will be or could be assigned to supervise and/or interact with minors (other than in a licensed childcare setting or program), individuals with disabilities, and/or persons with frail and fragile physical circumstances or preconditions, or other circumstances as JCPRD deems necessary.

In addition to initial comprehensive background checks, random on-going checks will be conducted annually thereafter for just cause.

If relevant, prohibited criminal history information is received through the background check process, the volunteer, employment candidate or employee may be disqualified for eligibility for further volunteer work or for employment with JCPRD.

If the volunteer is a minor (under age 18), their signature on the background check authorization form must be accompanied by their parent's or legal guardian's signature in order to process the background check request.

VOLUNTEER POLICIES

This portion of the manual explains JCPRD's policies and procedures. It will help you understand how to carry out your duties and give the best service to Johnson County Park and Recreation District patrons. This manual is also designed to assist you in answering questions you may have regarding operations.

Non-Discrimination Policy

It is the policy of JCPRD that there will be no discrimination or harassment in its programs, activities or employment based on race, color, gender, sexual orientation, gender identity or expression, marital or parental status, religion, national origin, age, mental or physical disability, Vietnam era or veteran status. Questions or

concerns related to affirmative action, nondiscrimination or equal opportunity should be directed to the Volunteer Coordinator.

Disability Policy

Johnson County Park and Recreation District welcomes volunteers with disabilities. Johnson County Park and Recreation District complies with the Americans with Disabilities Act and its amendments. Please contact the Volunteer Coordinator if you have special requirements so we may accommodate your needs.

Volunteer Support

You will be assigned to partner with a staff member who will provide support and supervision. The staff member will provide on-site training and serve as a direct link between the volunteer and the rest of the staff. The number of hours volunteers contribute is based on their assignments.

Limitations on Volunteer Service

Volunteers serve Johnson County Park and Recreation District patrons at the sole discretion of JCPRD. Volunteers may leave Johnson County Park and Recreation District at any time. Volunteers are asked to notify their support person two weeks before leaving when at all possible. The staff appreciates your time, talents and interest, and knows that changes will occur.

Recruitment of Minors

The minimum age for volunteers on non-hazardous assignments is 14 years of age. Volunteers under the age of 18 must have the written consent of a parent or guardian before volunteering. The volunteer duties assigned to a minor will comply with all appropriate laws and regulations on child labor.

A JCPRD employee, who is directly responsible for the project, should be on the premises (in case of an emergency) particularly if minors are volunteering.

Special permission must be given for groups or individuals under the age of 14 who wish to serve in a voluntary capacity for JCPRD. Adult supervision will be required for all of those under 14 years of age in order to perform volunteer projects for JCPRD. [i.e., cub scouts, etc.]

On-Site Training

Besides our formal training procedures, volunteers receive on-site training to help them with information and tools to perform their duties. On-site training may be provided by your support person.

Absenteeism and Punctuality

Be on time and arrive when expected. If you are unable to arrive for your regular time, please let us know as soon as possible.

Illness

Do not come to the volunteer site if you are ill. Call in as soon as possible, preferably 24 hours in advance, so that we can find a substitute for your position.

Dismissal for Cause

Volunteers may be removed from the schedule at any time as a result of violations of agency policy or procedures.

Identification

Some volunteers will receive a volunteer identification card, depending upon your duties. You should carry this card on all volunteer assignments and show it when appropriate. Your identification card is required if you are operating a JCPRD vehicle.

Dress Code

All volunteers must wear appropriate clothing. Clothing advertising alcohol, drugs, or other inappropriate activities or places are not allowed. Clothing should be appropriate for your duties.

Borrowing and Lending

No volunteers of Johnson County Park and Recreation District shall loan or borrow any materials, equipment, or documents.

Solicitation

Volunteers may not solicit or distribute literature during work hours.

Smoking

It is the policy of JCPRD to have and provide a smoke-free, healthy, and safe work environment. Therefore, smoking is prohibited in JCPRD facilities. Volunteers who smoke must do so only in designated smoking areas.

Drug and Alcohol Use

Volunteers are subject to removal from the schedule if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into the Johnson County Park and Recreation District facility under any circumstances.

Conflict of Interest

A volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. They will not ask for or receive for themselves or for a member of their household, directly or indirectly, any moneys or gifts from patrons. Any person having a financial, personal or work-related conflict of interest may not serve as a volunteer with Johnson County Park and Recreation District.

Security

The Park Police Headquarters is located in the JCPRD Administration building at Shawnee Mission Park. In case of an emergency dial 911. In a non-emergency they can be reached at 782-0720.

Theft

Theft of cash, merchandise, or JCPRD property by a volunteer member is a serious offense and should be reported. Theft negatively affects not only our ability to deliver services, but also the trust upon which our organizational structure is based. Theft is cause for immediate removal from the schedule and may result in arrest and criminal prosecution.

Access to Program Property and Materials

As appropriate, volunteers shall have access to agency property and materials necessary to fulfill their duties and shall receive training in the operation of any equipment. Property and materials shall be used only when directly required for agency purposes.

Drivers Checks

A driving background check may be required for some volunteer assignments. A volunteer must pass this check to be given an assignment involving the operation of motor vehicles.

Child Abuse, Sexual Abuse, Physical, Mental, or Sexual Harassment

Volunteers witnessing child abuse, sexual abuse, physical, mental, or sexual harassment must report it immediately to their support person, the Volunteer Coordinator, or the Human Resources Manager. Johnson County Park and Recreation District does not condone and will vigorously prosecute any such incidents. If you have questions regarding what constitutes abuse or harassment, please contact the Human Resources Manager.

SAFETY

Volunteers are responsible for:

- Supporting efforts to promote safe working conditions and habits.
- Making full use of safety equipment and safeguards provided for assigned tasks.
- Reporting immediately all unsafe work conditions to their support person or the Volunteer Coordinator.

First Aid Kit

There is a first aid kit located at each facility. Remember the location of the kit. An accident may require the immediate use of its contents. If you are not familiar with basic first aid procedures, there is a booklet explaining basic first aid in the kit. Bloodborne pathogen kits are available at each first aid station.

Reporting Injuries

If a volunteer is injured performing duties on behalf of JCPRD, the accident should be reported at once to your support person or the Volunteer Coordinator. An incident report must be completed on Form #112 within 24 hours to record the necessary information. Submit the completed Incident Form #112 to JCPRD's Risk Manager. Medical assistance or treatment will be given, if necessary. Report any unsafe conditions or defective equipment you observe to your support person or the Volunteer Coordinator.

Hazard Communication Program

Volunteers need to be aware of the potential danger of the chemicals in their work areas and be trained to use proper safeguards. Each department has a list [Material Safety Data Sheets] of known hazardous chemicals to which volunteers may be exposed through their duties in that department.

This list provides information on the chemicals present, proper application of the chemicals, equipment necessary to handle them and what to do in case of an emergency. Support persons are required to provide the appropriate safety equipment.

Emergency Plan

In a life-threatening emergency or with any accident tell your support person immediately. Remain calm and if necessary, call 911. Follow their instructions precisely while you await their arrival. Be prepared to give the location address and phone number, your name, and the nature of the emergency.

In the event of a fire or other emergency requiring the evacuation of the building, remain calm. Assist other staff in notifying patrons and helping to direct them out of the building safely and quickly. Make sure your work area is secure if time and safety allow.

Inclement Weather (Severe weather, tornado threat, ice and snowstorms, etc.)

Volunteers are to use their judgment about whether to travel during inclement weather. If you feel unsafe, contact your support person to let them know not to expect you or that you will be leaving early. There may be opportunity to make up missed volunteer time at a later date.

Call the Staff Inclement Weather Line at 913-826-3460 for openings or delayed openings.

VOLUNTEER STANDARDS

Purpose of the Volunteer Program

The Volunteer Services Program seeks to provide capable, trained, motivated, dependable voluntary resources, acceptable to staff, to augment the work of the staff. Volunteers enable JCPRD staff to provide the best possible service to the public.

Emphasis is placed on attracting the most qualified volunteers and retaining them, thus capitalizing on efficient use of staff time required for training, supervising, as well as assuring continuity of duties.

The program is instrumental in linking a valuable community resource—the citizens - with a valuable community institution—the park and recreation district for the benefit, growth and enrichment of both.

The volunteer program exists for the benefit of the park and recreation district and to facilitate achievement of the mission of JCPRD in a mutually beneficial relationship.

Goals of the Volunteer Program

- To act as a liaison among the residents of the community, patrons, administration and staff of Johnson County Park and Recreation District.
- To improve the quality of service offered to patrons of JCPRD by augmenting the work force using both long-term and short-term volunteer assistance.
- To enlist from the community individuals with certain general and specific resources to support and carry out the goals of JCPRD.
- To work with JCPRD staff to maintain a communication link between volunteers and their support persons.
- To establish and implement mechanisms to assure success for the volunteer in the workplace.
- To respond in a timely manner to requests from staff for volunteer assistance.

Training

Training will take place in the department or area of service by volunteer support person. Also typically included in training are: review of the Volunteer Handbook and a written position description.

The first two months of volunteering are considered an Introductory Period. This is a time for getting to know the staff, other volunteers, and the tasks involved in your volunteer job, as well as becoming familiar with JCPRD services.

Expectations

A Volunteer should expect to:

- Be treated as a team member
 - Be given a suitable assignment
 - Know as much as possible about JCPRD
 - Receive training for the position
 - Receive continuing education for the position
 - Have regular feedback and evaluation of their volunteer performance
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- Be given sound direction and guidance
- Be offered a variety of experiences
- Be heard
- Be recognized

A Volunteer is responsible to:

- Be sincere in the offer of service and to believe in the value of the position
- Be loyal to JCPRD
- Maintain the confidentiality of all proprietary or privileged information
- Maintain the dignity and integrity of JCPRD with the public
- Carry out duties promptly and reliably in a pleasant manner
- Accept guidance and decisions of staff
- Be willing to learn and participate in orientation and training
- Understand the function of paid staff, maintain a smooth working relationship, and stay within the bounds of volunteer responsibility

Thank You!

We appreciate your willingness to volunteer with Johnson County Park and Recreation District. We hope you will enjoy your experience as a volunteer. As you learn your volunteer duties, feel free to ask questions. Our staff is happy to help you. It is your commitment and that of volunteers like you that allows Johnson County Park and Recreation District to most effectively serve our community.