



PARADISE HILLS Native Garden

Welcome to Paradise Hills Native Garden

Thank you for your commitment to serve as a Paradise Hills Native Garden (PHNG) volunteer. Paradise Hills Native Garden's past, present, and continued future successes are due in large part to the skills, talents, and dedication of its volunteers.

[Paradise Gardeners](#), the lead organization of the PHNG, has earned an outstanding reputation for conducting its operations with the highest degree of ethics and professionalism. It is our goal to deliver our services professionally and to treat our volunteers, and visitors with respect and fairness.

The achievement of the goals of the Paradise Hills Native Garden is best served by the active participation of citizens of the community. We are confident that you will help us grow and prosper in the years to come. We are counting on the efforts of every individual to help us successfully meet our goals and deliver on our mission. We value the contribution you can make to these objectives. The PHNG is a dynamic and growing place and we look forward to a productive and successful association.

We wish you much success and hope that the Paradise Hills Native Garden will provide you with a satisfying experience.

Sincerely,
Nancy Janssen
President, Paradise Gardeners
Project Lead, Paradise Hills Native Garden

Thank you for volunteering at Paradise Hills Native Garden

It is with great pleasure that we welcome you to the Paradise Hills Native Garden's community of volunteers. Paradise Hills Native Garden recognizes the importance of volunteers and we are delighted that you have chosen to spend your valuable time at PHNG. It is not an exaggeration to say that we could not accomplish what we do without your valuable contribution.

This handbook is designed to introduce you to PHNG and to provide a basic overview of the policies and procedures which give you guidance and direction. It is not to be construed as a contract or other legal document. We will share with you a little of our history, philosophy, practices, and policies, as well as the "perks" PHNG will provide to you as a valued volunteer.

No volunteer handbook can anticipate every circumstance or question that may arise. If you have any questions about your volunteer experience, you are encouraged to

discuss them with your Volunteer Coordinator and/or contact a Paradise Hills Native Garden leader. We believe you will enjoy your volunteer assignment and experience. We also believe you will find your PHNG association to be challenging and rewarding. Paradise Hills Native Garden is committed to an excellent work environment. We appreciate that our volunteers' commitment to excellence matches our own. In that spirit, we extend our sincere thanks for all you do to make Paradise Hills Native Garden a wonderful place for visitors and volunteers.

Thank you!

Kim Laru
Volunteer Co-ordinator

Jed Diche
Weed Warrior Lead

Carol Ann Flanagan
Graffiti Abatement Lead

Wes Janssen
Native Plant Lead

Rodney West
Master Gardener Liaison

Don Houston
Ethnobotany Lead

Britta Kuhlow
Sheet Mulching Lead

Muriel King
Marketing Lead

Karla and Don Peterson
Eagle Scout Liaisons

Amy Huie
Community Education Lead
CA Native Plant Society Liaison

Paradise Hills Native Garden Mission

The mission of Paradise Hills Native Garden is to discover and share knowledge about native plants, native wildlife and the historical past of the Paradise Hills area as we provide a beautiful outdoor space to exercise and relax.

Vision

Creating a beautiful, educational native plant garden in the Paradise Hills area of Southeastern San Diego

Values

Stewardship: Demonstrating environmental stewardship, a strong conservation ethic and sustainable practices.

Leadership: Anticipating the future and being “ahead of the curve” in botanical research, conservation and sustainability, education, horticulture and park visitor engagement.

Honesty: Upholding accuracy and objectivity in all our endeavors and presentations.

Collaboration: Working with partners and to speed our common goals and increase the impact of our work.

Diversity: Actively engaging people of all ages, races, nationalities, and abilities with enriching experiences at Paradise Hills Native Garden.

Volunteer Development: Fostering a space that supports, engages, and educates a talented and diverse volunteer corps.

Integrity: Standing for excellence, ethical conduct, sound management, and fiscal responsibility.

Quality of Life: Promoting the quality of life throughout the Paradise Hills/ Southeastern San Diego region.

Good Neighbor: Supporting the improvement and sustainability of the neighborhoods surrounding Paradise Hills Native Garden.

Accountability: Being reliable stewards of the gifts that we receive.

Volunteer Program Mission

The mission of the Paradise Hills Native Garden's Volunteer Program is to optimize the utilization and management of the services of concerned citizens who choose to contribute their talents and skills to complement, supplement and enhance the work of paid City of San Diego staff in order to accomplish the Paradise Hills Native Garden's overall mission.

Goals

- To recruit and retain a diverse volunteer community who will complement, supplement, and enhance the work of staff.
- To design volunteer assignments which will meet the existing, as well as the changing, programs of the Paradise Hills Native Garden.
- To help create and promote a community-wide understanding of Paradise Hills Native Garden and all its programs.
- Provide quality volunteer experience for community members.
- To expand the service of volunteers, deepen their knowledge of mission goals, and utilize their service for more effective support of key initiatives.
- Engage community talent to complete and maintain the PHNG.
- Provide educational hands-on experiences regarding native plant horticulture and public garden maintenance.

History of Paradise Hills Community Garden

History of the Area

Human presence within the modern city limits of Paradise Hills may have begun as early as 130,000 years ago, as allegedly evidenced at the Cerutti Mastodon site along Highway 54. It certainly existed over 10,000 years ago.¹

The area which Paradise Hills occupies was part of the vast territory of the Kumeyaay, sometimes referred to as the Diegueño, a name assigned during the Spanish period.

In 1916, the Encanto area, including the Skyline portion of the community, was annexed to the City, becoming the first territory added to the City's original Pueblo lands. Paradise Hills, consisting of 1,180 acres, was annexed in 1929. Annexations continued through the 1950s and 1960s ending with the total acreage which comprises North and South Bay Terraces. A large portion of the community's single-family, detached housing development occurred within the Skyline, Paradise Hills, Lomita and Jamacha neighborhoods prior to World War II and during the 1950s and early 1960s. Since 1969, new construction has been concentrated in the North and South Bay Terraces neighborhoods. This development has been primarily single-family homes with pockets of medium-density, multifamily housing.²

Landfill history

In 1966, the City acquired a canyon at Paradise Valley Road and Potomac Street for development of a park. Under an agreement with the City, the County of San Diego operated the Paradise Landfill until 1967, filling the canyon with approximately 145,000 cubic feet of waste. After closure of the landfill, the City developed Paradise Hills Park on the site.³

Paradise Hills Community Park

The site was first acquired in 1961 and the center was built in 1974. It was dedicated on March 6, 1975, and since then has served approximately 10,000 community members every year.⁴

The City of San Diego has listed PH Community Park improvements as a Capital Program goal since 2002, but has never funded it. They are now working closely with the Paradise Gardeners, who is raising the funds for the Paradise Hills Native Garden.

¹Wikipedia, Cerutti Mastodon site

²Skyline/Paradise Hills Community Plan, 1987, p. 20

³T.W. Fletcher, Report to the Honorable Mayor and City Council from the City Manager- Sanitary Fill on Paradise Hills Park and Recreation Center Site, City of San Diego(July 30, 1966)

⁴<https://www.sandiego.gov/park-and-recreation/centers/recctr/paradise>

About Paradise Hills Native Garden's Partners

City of San Diego

The [City of San Diego](#) is located on the coast of the Pacific Ocean in Southern California, San Diego is widely known as “America’s Finest City.” Famous for its miles and miles of white-sand beaches and amazing weather, the city boasts a citywide population of more than 1.3 million and more than 3 million residents countywide, San Diego is California’s second largest city and the United States’ eighth largest.

Paradise Gardeners

[Paradise Gardeners](#) was founded in 2019 and became a 501(c)(3) non-profit chapter of the [California Garden Clubs, Inc.](#), providing gardening and horticultural education, conservation and supporting beautification projects in the Southeastern San Diego region of San Diego County.

UCCE Master Gardeners Association of San Diego County

[Master Gardeners of SD](#) are over 300 community trained volunteers supervised by the University California Extension, providing home gardening and pest control information throughout the county, free of charge.

California Native Plant Society, San Diego Chapter

The [California Native Plant Society](#) is a statewide nonprofit organization seeking to increase understanding and appreciation of California's native plants and to preserve them in their natural habitat through scientific activities, education, conservation, and restoration.

Volunteer Responsibilities

Volunteer responsibilities are defined by this Handbook, as well as City of San Diego's Right of Entry Permit (ROE), Community Health and Safety Plan (CHSP), the Post-Closure Land Use Plan (PCLUP) and the City of San Diego Volunteer Policies.

The ROE grants to Paradise Gardeners the rights to construct, maintain and operate the Paradise Hills Native Garden (PHNG) . **Obtaining these rights is the culmination of a three-year effort on the part of Paradise Gardeners and failure to comply with the terms and conditions of the ROE, CHSP, PCLUP, the City Volunteer Policies, and this Handbook are grounds for revocation of the ROE. Therefore, it is imperative that volunteers understand their responsibilities and make every effort to adhere to the guidance offered in this Handbook.**

Dress and Appearance:

Appropriate dress and personal hygiene play an important part in promoting a positive Paradise Hills Native Garden image. Notwithstanding the requirements and prohibitions of this policy, Paradise Hills Native Garden will make reasonable religious accommodations involving dress and appearance.

You are expected to represent PHNG in a professional manner and dress appropriately.

For those volunteers participating in planting activities, the City of San Diego's Community Health and Safety Plan (CHSP) requires all planting participants wear a **mask, safety vest, gloves, closed toed shoes and eye protection**. The requirements of the CHSP will be reviewed with all volunteers prior to start of planting activities.

Attendance:

Volunteers fill a critical role in the Paradise Hills Native Garden. If you are unable to report, or if you will arrive late, please contact the Volunteer Coordinator or the day's lead. Give the coordinator or lead as much time as possible to arrange for someone else to cover your position. Excessive absences and tardiness will result in a review of your volunteer assignment or release from volunteer service.

Hours Reporting:

It is vital that you report your volunteer hours to the Paradise Gardeners. Your hours show that we have community support and are used for grants and proposals as well as for insurance purposes. Discuss the record-keeping procedure with your supervisor.

Normal travel time to and from PHNG is not to be recorded as creditable time.

Personal Status Change

Please promptly notify the Volunteer Coordinator of any address, name, or phone number changes. Also let us know if there is a change in your emergency contact information. The health and safety of our volunteers is a top priority.

Personal Conduct:

The City of San Diego and the Paradise Gardeners have established a standard of behavior that is required of all volunteers. It is our policy that volunteers maintain an environment that fosters mutual respect, cooperation, and teamwork, and promotes civil and congenial relationships among park employees, volunteers, and visitors, and is free from all forms of harassment/discrimination and violence. Volunteers who exhibit behaviors considered unacceptable, or engage in any other conduct deemed unacceptable, including retaliatory acts of any kind, may be released from volunteer service with or without an opportunity for corrective action.

Volunteer placement at the Paradise Hills Native Garden is based on mutual consent and both the volunteer and Paradise Gardeners have the right to release the volunteer from his/her assignment for any reason or no reason, with or without cause or advance notice.

Personal Property:

Personal property is the responsibility of the volunteer. Paradise Gardeners does not accept responsibility or reimburse for lost, stolen, or damaged personal property.

Leave of Absence:

Paradise Gardeners recognizes the importance of providing leave for volunteers who must be absent due to medical, family, or personal circumstances. To request a leave of absence, notify the Volunteer Coordinator.

Prohibited Behavior:

In accordance with City of San Diego Park Policy, Smoking, Alcohol and Drugs are prohibited at all times at PHNG.

Consequences:

If a volunteer violates the City of San Diego's Policy, the volunteer will be subject to release from volunteer service.

Confidential and Proprietary Information:

Throughout your volunteer service with Paradise Hills Native Garden, you may create, discover, or receive proprietary and/or confidential information. You should assume that all non-public or unpublished information relating to Paradise Hills Native Garden and its visitors is confidential. If there is a question of whether certain information is considered confidential, you should first check with the Volunteer Coordinator.

Media Inquiries, Interviews, Speeches and Articles:

Paradise Hills Native Garden's Marketing Lead is responsible for dealing directly with the media which includes, but is not limited to, all news media outlets, national or local, magazines, journalists, authors, radio and television stations, and Internet-based media outlets.

If you are approached or contacted by a media representative, you should immediately refer the inquiry to our Marketing Lead for review prior to granting an interview or releasing any information.

All volunteers should be cognizant of any situation where they may be identified by their affiliation to the Paradise Hills Native Garden, to ensure that its integrity and reputation are not compromised, and to prevent all conflicts of interest. If you are unclear as to whether or not your participation with a media outlet is permissible, you should promptly contact the Communications Leader to obtain approval prior to granting any external media interviews.

Solicitation:

To assume a productive work environment, Paradise Hills Native Garden forbids oral solicitations and distributions of information/materials on our premises. Volunteers are not to solicit or be solicited during their volunteer time for any purpose. Additionally, PHNG assets such as bulletin boards, email, or telephones, are not to be used for outside solicitation purposes. Political or other campaign buttons, clothing, etc. may not be worn or displayed by volunteers during their shifts.

Use of Paradise Hills Native Garden Property:

Paradise Gardeners provides its volunteers with the appropriate equipment needed to perform their volunteer assignments. Because this equipment is PHNG property, volunteers are expected to use this equipment solely for PHNG business purposes. PHNG property is defined as any piece of equipment, furnishing, or supply leased, owned, donated, and in the custodial care of the Paradise Hills Native Garden or Paradise Gardeners. When using PHNG's property, volunteers are expected to exercise care and follow all operating instructions, safety standards, and guidelines. Please notify your supervisor if any equipment appears to be damaged, defective, or in need of repair, and discontinue use.

Volunteers who are negligent in operating, fail to adequately safeguard, or inappropriately use PHNG equipment and/or property will be subject to corrective action, up to and including release from volunteer service.

Children in Paradise Hills Native Garden:

Volunteers may occasionally bring their children 8 years and older, provided that visits are planned in a fashion that limits disruption, and approved by the volunteer coordinator in advance. While children are at PHNG they must be directly supervised by the volunteer at all times. Minors, 13 years and older, may volunteer without an adult. Youth ages 13 years and over must have parent/legal guardian signed liability waiver prior to volunteering.

Emergency Cancellation and Inclement Weather

At times, emergencies (such as severe weather, fires, power failures, earthquakes, etc.) can disrupt PHNG operations. While it is our policy to remain active during most periods of inclement weather and maintain normal volunteer hours whenever possible, where extraordinary circumstances warrant, PHNG reserves the right to cancel programs and volunteer opportunities.

Safety:

Safety is a top priority of Paradise Gardeners, and as a PHNG volunteer, you have a key role in keeping safe. Paradise Gardeners strives to provide work environments safe for everyone, and design procedures to prevent injuries. This is achieved through a strong awareness and personal commitment to the safety and well-being of other volunteers, City of San Diego employees, and park visitors.

Volunteers are to immediately report any unsafe conditions to their Lead. Volunteers who violate safety standards and/or cause hazardous or dangerous situations may be released from volunteer service.

Reporting a Work-Related Injury, Illness, or Accident:

All injuries, regardless of how minor the injury may be, must be reported to your Lead or the Volunteer Coordinator, and if necessary, should be attended to by a physician as soon as possible. Your Lead will assist you in completing an Accident/Injury Report.

- In the event of a serious medical illness or injury, **CALL 911, IF LIFE THREATENING** (e.g., anything beyond basic first aid);
- For non-life threatening incidents, volunteers should immediately contact your Lead supervisor.
- Generally, for less serious illness or injury, you are required to arrange your own transportation. In the case when no other alternative is available, a member of Paradise Gardeners should arrange for transportation to the medical facility.
- Your Lead supervisor must complete an Accident/Injury Report and immediately or by the next business day following a night or weekend injury.

Recycling:

Paradise Gardeners undertakes many efforts to promote public understanding and participation in responsible environment practices – locally, nationally, and internationally. You are expected to embrace **PHNG** philosophy to join in recycling efforts.

Holidays:

Paradise Hills Native Garden observes the following holidays:

New Years Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day In-
dependence Day

Labor Day

Thanksgiving

Christmas Eve

Christmas

Volunteer Management Practices

Separation:

Separation from your volunteer assignment can occur for several different reasons. Volunteers leaving PHNG must return their volunteer ID badge and all Garden-issued property.

Resignation:

While we hope both you and PHNG will mutually benefit from your continued volunteer service, we realize it may become necessary for you to leave your assignment at the PHNG. If you anticipate having to resign your assignment with PHNG, you are expected to notify your LEAD and the Volunteer Coordinator with as much advance notice as possible.

Release from Volunteer Service:

PHNG is an at-will organization and has the right to release a volunteer from volunteer service without cause, but will always consider the cause leading to the release. You may be released from your assignment due to substandard performance, failure to adhere to the policies and procedures of PHNG, and/or misconduct. Paradise Hills Native Garden has the right to ask a volunteer to leave PHNG property immediately.



RELEASE AND WAIVER OF LIABILITY PARADISE HILLS NATIVE GARDEN

As a volunteer with Paradise Gardeners (PG) (a nonprofit organization existing under the laws of the State of California) and Paradise Hills Native Garden you agree to release each of its officers, directors, agents, partner organizations and volunteers from all liability for involvement in or observation of Paradise Gardeners activities.

The participant understands that the relationship with PG is limited to a volunteer position and no compensation is expected.

1. **Waiver and Release:** I release and forever discharge and hold harmless PG and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participation in PG activities. I understand that this release includes any liability or claim that I may have against PG with respect to bodily injury, personal injury, illness, death or property damage that may result from the services I provide to PG or occurring while I am participating in or observing PG activities including, but not limited to, claims arising out of negligence or intentional conduct.
2. **Insurance:** Further, I understand that PG does not assume any responsibility for or obligation to provide me financial or other assistance, including but not limited to medical, health or disability benefits or insurance of any nature in the event of injury, illness, death or damage to my property.
3. **Photographic release:** I grant and convey to PG all right, title and interest in any and all photographs, images, video or audio recordings of me or my likeness or voice made by PG in connection with my involvement with PG.
4. By signing below, you verify you have read the **Paradise Hills Native Garden Volunteer Handbook** and agree to adhere its contents.

Print Volunteer Name

Date

Emergency Contact: Name

Phone #

Signature (if minor, Parent or Guardian Signature)

Date

Parent or Guardian Name

Parent or Guardian CELL Phone #

(Nov 15 2020)



Paradise Hills Native Garden Public Health Protocol for Volunteers

Beginning to volunteer during the Covid 19 pandemic, every volunteer has the option to participate provided that they have either social isolated for 14 days or have worn a mask at all times when not social isolating. If you are feeling ill, you may not volunteer at this time.

1. Every volunteer with the Paradise Hills Native Garden MUST wear a mask at all times.
2. Volunteers must bring your own masks, garden gloves and hand sanitizing supplies. (please advise Paradise Gardeners if you need any supplies)
3. Each volunteer must social distance of at least 6 feet from other volunteers, unless you are members of the same household.
4. Every volunteer should manage their own equipment and not share unless the equipment has been sanitized after usage and prior to a new volunteers usage.
5. Each volunteer must sign a Paradise Gardeners' liability waiver form prior to being admitted to the work site.



We are excited to work on creating a beautiful native garden at Paradise Hills Community Park. Please help us stay safe!



Orientation and Safety Talk/Pledge

Welcome and thank you. Volunteers are the base to our park revegetation and improvement project.

The City of San Diego is the owner of this property and their rules and regulations will guide us as we volunteer.

Safety:

- Wear a face covering and maintain at least 6 feet of distance from other volunteers.
- Wear long pants, closed toed shoes, safety glasses and gloves at all times, as well as protection from the sun like a hat and sunscreen.
- This is a covered landfill. If you encounter anything suspicious as you dig, mark the spot with a rock or stick and contact a lead volunteer immediately.
- Mind your footing at all times. If we will be digging holes for planting, be aware of where you are walking.
- Do not lift anything too heavy. When in doubt, call for help.
- Do not pick up any sharp or hazardous objects. If you encounter syringes, needles or any hazardous/sharp objects, mark the spot with a rock or stick if possible and notify a lead volunteer. They will dispose of the item in appropriate containers.
- Avoid over-exertion, sunburn, heat exhaustion and dehydration. Drink lots of water, and when in doubt, take breaks or leave early.
- Gardening tools should be used in a safe manner. Maintain a safe distance, of at least six feet from others, when digging and raking.