

# VOLUNTEER JOB DESIGN, RECRUITMENT AND SELECTION

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National Partnership Program Manager  
HQUSACE  
8 February 2023

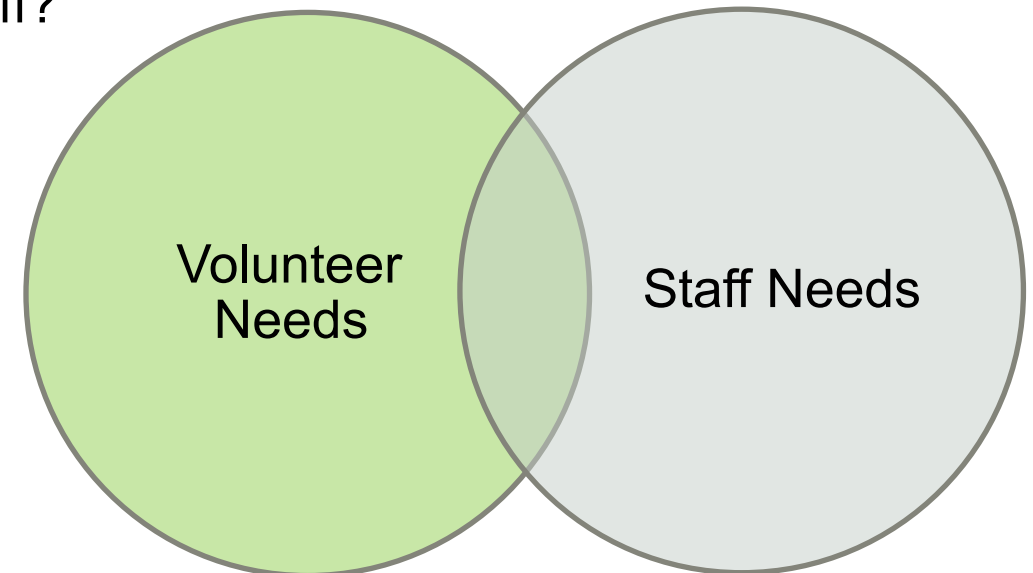


US Army Corps  
of Engineers®



# Creating Strategic Volunteer Jobs

- What problem are you trying to solve at your project or what community need are you trying to meet?
- List the things you would like to do, but do not have the time or staffing capability to perform (your “Dream List”).
- Which strategies can you afford to pursue with paid staff?
- What can volunteers do to pursue the other strategies?





# Designing Positions for Volunteers



- Good volunteer position design is key to the ultimate success of a volunteer program.
- We are trying to ‘sell’ our volunteer opportunities, not only to the public but to our coworkers.
- It is important to stress the added value to the Corps by volunteers’ efforts and give specific examples of how volunteers can help paid staff accomplish specific goals.
- Brainstorm with your coworkers the programs or services you wish you could accomplish but cannot, due to limited resources.
- Ask coworkers to help refine these positions and develop new opportunities.
- Understanding volunteer trends can help with the design of volunteer positions.





# Volunteer Trends





- Most volunteers are already employed
- Many people with professional skills available
- Seeking short-term volunteering options
- Desire for freedom, ability to act quickly
- Want challenging, interesting assignments
- Come from a broad cross-section of society
- Expect to be treated professionally
- Need flexibility in hours
- Family and group volunteering are popular
- Interest in working for causes instead of for agencies
- Looking for job experience, training, re-entry to employment
- Multitude of motivations for volunteering
- More “voluntolds” (e.g., requirement for high school graduation)
- More seniors (over 70 years old)





# Responding to Volunteer Trends

- Design episodic, short-term positions
- Offer position sharing 
- Provide group volunteer opportunities
- Target recruitment to professionals, youth, retired people, ethnic groups, etc
- Offer flexible hours and locations
- Reimburse volunteer expenses 
- Broaden the ways volunteers are utilized
- Develop positions for evenings and weekends
- Develop positions that can be performed off-site
- Create opportunities for students



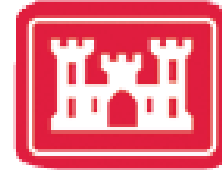




# Benefits of Well Written Volunteer Descriptions



- Position descriptions should be clearly written and include all essential information.
- Clear understanding of what is expected by volunteer and staff
- Marketing tool for recruitment
- Guide for screening
- Basis for supervision and evaluation
- Contract between volunteer and USACE



★ **BLACK WARRIOR AND TOMBIGBEE LAKES**, Corps of Engineers, Demopolis, AL. We are always looking for dependable and enthusiastic volunteers here at the BWT.

We operate our four class A campgrounds exclusively with volunteers. Schedules are usually either 3 days on and 6 days off, or 4 on and 4 off. Sites provided are full hookup with water, sewer, and 50/30 amp service with washer and dryer available for use. For more information, contact Park Ranger David White at: [david.f.white@usace.army.mil](mailto:david.f.white@usace.army.mil) or 334-289-3540.

★ **USACE HOLT LAKE NEAR TUSCALOOSA**, AL, is looking for Park Hosts and Gatehouse Attendants to staff 3 different parks. Seasonal (minimum 90-day commitment)



and year-round positions available. Positions are available at Deerlick Creek Campground, Burchfield Branch Campground, and Rocky Branch Swim Beach. Volunteers will be expected to work approx. 20 hrs per wk and must provide their own RV. Schedule is 3 days on, 6 days off, or may be fixed. Full hookup campsite provided in exchange for services. Contact Park Ranger Shaun Ray at: 205-553-9373 or [shaun.e.ray@usace.army.mil](mailto:shaun.e.ray@usace.army.mil) with questions.



# Elements in an Ideal Volunteer Position Description



- Position title
- Supervisor/POC
- Goal or purpose of position/  
Statement of need
- Major responsibilities
- Time commitment
- Qualifications (required, desired)
- Work location
- Benefits to the volunteer





**Overview:**

Volunteer Park Hosts (maintenance) play a vital role for the U.S. Army Corps of Engineers (Corps). As a Park Host, you are a part of a team that includes volunteers, service contractors, park rangers, management, and administration. This team works together to conserve our national recreation resources and keep these valuable areas available to the public. In some cases, volunteers are the only contact the public has with the Corps. Park Hosts are long-term volunteers who commit to an extended stay, usually 3+ months, at park campgrounds. A choice campsite is reserved at no charge for these volunteers during their commitment to a project.

**Responsibilities:**

Upkeep of park facilities such as bath houses, playgrounds, campsites, trails, and natural areas. This requires cleaning and inspection of facilities for repair needs, repairing facilities, mowing, weed eating, and other environmental conservation techniques. Help create a temporary community by fostering communication between park visitors and personnel. Help keep our parks friendly places for outdoor recreation and socialization. Provide valuable information on how to improve our parks by maintaining open communication with rangers and managers, passing on ideas for improvement gathered during daily contact with visitors.

**Minimum Qualifications:**

- Desire to work a minimum of 20 hours per week and live in a natural outdoor setting, with your own RV.
- Desire to meet and interact with people from varied backgrounds.
- Cognitive and verbal ability to answer visitor questions and communicate with other park personnel.
- Physical ability to operate mowing and maintenance machinery, lift and carry 30 pounds for 100 feet (position may require extended periods in the outdoors during adverse conditions such as heat, cold, or rain).
- Visually able to spot safety hazards and take prompt appropriate action to correct in accordance with training provided.

**Desired Experience:**

- Landscaping, planting and care of flowers or other small plants.
- Natural resource conservation or trail work.
- Custodial work (cleaning, painting, light repairs).
- Mechanical skills to maintain equipment.

# Example Position Description



Background check required?  Yes  No Date Completed \_\_\_\_\_

Activity Hazard Analysis (AHA)?  Yes  No (Attach)

Position Hazard Analysis (PHA)?  Yes  No (Attach)

Personal Protective Equipment (PPE)?  Yes  No (Attach)

Type: \_\_\_\_\_

Length of service, days of the week, and time of day work is to be done:

\_\_\_\_\_

Campsite Provided?  Yes  No Amenities: \_\_\_\_\_

Clothing/Identification provided: \_\_\_\_\_

Miscellaneous Expenses/Local Mileage to be reimbursed:

\_\_\_\_\_

Training, Certification, Licensing	Required?	Date Completed
_____	_____	_____
_____	_____	_____



# J Strom Thurmond Lake Campground Host & Maintenance

Seeking to fill all types of positions at our campgrounds.

[Apply Now](#)

<b>OPPORTUNITY TYPE:</b> Position	<b>OPPORTUNITY CATEGORY:</b> Administrative/Support/IR M, Ecosystem, Forest, and NR Management, Interpretation & Education, Maintenance, Safety Ops, Visitor Services Recreation Management, Other	<b>VIRTUAL OR ON-SITE:</b> On-Site	<b>DATES:</b> 1/23/2023 - 10/31/2023	<b>REQUIRED DAYS:</b> --	<b>HOURS AVAILABLE IN A WEEK:</b> 20
<b>ACTIVITIES:</b> Campground/Site Host, Campground Maintenance, Computers, Conservation Education, Construction/Maintenance, General Assistance, Planning Office/Clerical, Training/Instructor	<b>DIFFICULTY LEVEL:</b> Strenuous	<b>SUITABILITY:</b> Adults, Family, Seniors	<b>HOST'S HOUSING/AMENITIES:</b> RV/Trailer Pads, Other	<b>TRAINING REQUIRED:</b> Yes	<b>SECURITY CLEARANCE NEEDED:</b> No



**ADDRESS**  
J. Strom Thurmond Lake  
510 Clarks Hill Highway  
Clarks Hill, South Carolina 29821-9701

**CONTACT**  
Hannah Sue Hulpke  
hannah.s.hulpke@usace.army.mil  
(864) 333-1100

## DESCRIPTION

**DISCOVER, PLAY AND VOLUNTEER** at beautiful J. Strom Thurmond Lake for the 2023 season. Located near Clarks Hill, SC on the GA/SC state line are endless recreation opportunities. Join Park Rangers assisting visitors to experience that southern hospitality feel at campgrounds and day use areas. Campground volunteers will check visitors in/out, perform cleaning duties and light maintenance. Day use operators will greet visitors while promoting the Water Safety program. All are welcome to apply. Service hours: 20 hours single/ 34 hours couples. Volunteer sites have full hookup with picnic table, grill, and fire pit. Laundry facilities available. For questions or interest please contact, [hannah.s.hulpke@usace.army.mil](mailto:hannah.s.hulpke@usace.army.mil) 864-333-1172.

## DUTIES

Provide assistance to the visiting public by answering or assisting to get answers to questions and provide water safety education. Light Maintenance for campsites and restroom cleanings. Day Use Hosts operate the gatehouse, open and close gates, and welcome visitors.

## QUALIFICATIONS

Indoor work requires good customer service skills for Gate Houses and answering phones.

For Outdoor work, should be healthy enough for light maintenance in campsites, recreation areas, planting native plants, and restroom cleaning.

## SKILLS

- Clerical/Office Machines
- Conservation Education
- General Assistance
- Hand Power Tools
- Office/Clerical
- Other Trade Skills
- Public Speaking
- Teaching
- Visitor Information
- Working with People
- Writing/Editing

## WORK ENVIRONMENT

Indoors/ Outdoors, heat, humidity, inclement weather

Volunteers will complete DD Form 3150 "Contractor and Visitor Certification of Vaccination" and maintain a current completed DD Form 3150 and show it to authorized USACE personnel, upon request.

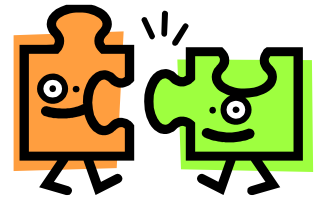
<https://corpslakes.ercd.dren.mil/employees/volunteer/pdfs/DD%203150.pdf>

Volunteers who are not fully vaccinated against COVID-19, or who decline to share their COVID-19 vaccination status, must show negative results from an FDA-authorized or approved COVID-19 test administered no earlier than 72 hours prior to their date of entry.



# Volunteer Recruitment

- For volunteer recruitment to be successful, the needs of USACE and the needs of the volunteer must be met concurrently.
- Too often we are tempted to fill positions without thinking whether the needs of the organization and the volunteer are met.
- What happens to the agency when we try to push the wrong piece into the puzzle?
- Motivations to appeal to when recruiting:
  - Help others
  - Improve the community or resource
  - Gain work experience/ learn new skills
  - Stay active and involved
  - Meet new people
  - Being needed
  - Make professional contacts
  - Meet new challenges
  - Share fun time with family and friends





# Recruitment Techniques to Avoid

- Bait and switch (*You will lose trust of the volunteers*)
- “There’s nothing to it.” (*Any dummy can do it! Devalues the work*)
- “We’re desperate; anyone will do.” (*How special does this make a person feel?*)
- Cast your net and see who swims in. (*Whoops, wrong fish!*)
- “You’re a CPA. We could use one of you!” (*Making assumptions*)
- “We have lots of needs...HELP!” (*Not specific enough*)
- “I’m tired of doing it. Anyone else want to?” (*This person should not be a recruiter*)





# Recruitment Tools



US Army Corps of Engineers

### WHO CAN VOLUNTEER?

You are eligible to volunteer with the U.S. Army Corps of Engineers if you are:

- A U.S. citizen or a legal alien (permanent resident), or foreign exchange student with J-1 or F-1 student visa
- 18 years or older
- Anyone under age 18 may participate with written consent from a parent or guardian.

Many volunteer positions do not require prior experience, but let us know if you have an area of expertise.

### WHEN CAN YOU VOLUNTEER?

Volunteer opportunities are available for a day, a weekend, or long-term. Positions range from office work to vigorous physical outdoor labor. You may work part time or full time, anytime of the year.

### HOW TO VOLUNTEER

Contact a nearby USACE lake visitor center or office and talk to a park ranger to learn more. You can also apply online and view volunteer opportunities across the nation at [www.volunteer.gov](http://www.volunteer.gov).



US Army Corps of Engineers

## VOLUNTEER OPPORTUNITIES



# Volunteer Brochures

## U.S. ARMY CORPS OF ENGINEERS VOLUNTEER OPPORTUNITIES



### MAKING A DIFFERENCE

Volunteers play a valuable role in helping the U.S. Army Corps of Engineers (USACE) care for the environment and provide high quality recreation opportunities. Each year, people like you give their time, expertise, and resources to serve millions of visitors who enjoy USACE-managed lands and waters.

USACE is one of the nation's leading federal providers of outdoor recreation with more than 400 lake and river projects in 43 states, and stewardship responsibilities covering approximately 12 million acres of public lands and waters. Our volunteers are people who want to give back to their communities and are interested in the work of the USACE natural resources management program.

### WHY VOLUNTEER?

People volunteer for many reasons. Some like the flexibility volunteering allows, while others want to make a difference, or want to gain new skills/experience.

### WHAT CAN YOU DO?

You will become part of a team of more than a half million volunteers who, in the last decade, have served more than 15 million hours worth \$300+ million.

### WHERE CAN YOU SERVE?

USACE lakes and river projects are located throughout the United States. Visit [www.volunteer.gov](http://www.volunteer.gov) to find an opportunity. Additional information about USACE lakes can be found at [www.corpslakes.us](http://www.corpslakes.us).

### Volunteering:

Volunteering with the U.S. Army Corps of Engineers is a great opportunity to:

- Meet people and form new friendships
- Explore and live in new places
- Work in beautiful outdoor settings
- Provide community service
- Increase your career options
- Earn college credits with internships
- Enjoy free camping while serving
- Have fun!

### How our volunteers help:

#### Recreation

- Build and maintain trails
- Serve as campground/visitor center hosts
- Conduct educational programs and tours
- Develop and build displays
- Maintain facilities
- Collect fees

#### Natural Resource Management

- Remove invasive species
- Plant native vegetation
- Build and install wildlife/fish habitat
- GIS/Mapping
- Remove trash and debris

#### Administration

- Write or edit materials for publication
- Photography
- Computer/database entry
- ..... And so much more!



US Army Corps of Engineers

### USACE Recreation Projects





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US Army Corps of Engineers.

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U.S. ARMY CORPS OF ENGINEERS

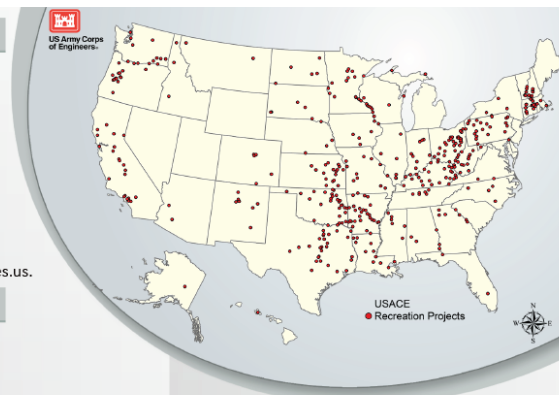
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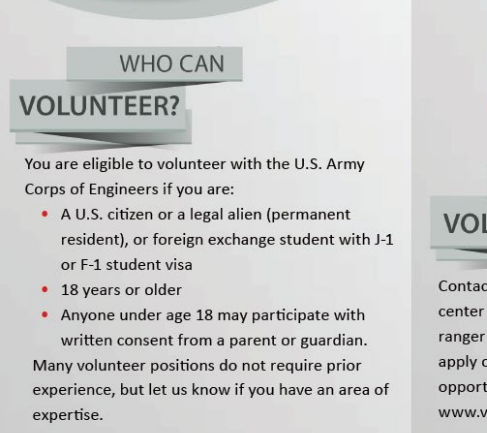
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<https://corpslakes.ercd.dren.mil/employees/volunteer/clothing.cfm>



US Army Corps of Engineers

## Volunteer Opportuntities



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### For more information:

Call: 1-800-VOL-TEER (1-800-865-8337)  
Email: [volunteer.gov@usace.army.mil](mailto:volunteer.gov@usace.army.mil)  
Visit: [www.volunteer.gov](http://www.volunteer.gov)



US Army Corps of Engineers

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Visit: [www.volunteer.gov](http://www.volunteer.gov)



**Volunteer  
Posters in two  
sizes –  
8½ x 11”  
and 18 x 24”**

<https://corpslakes.erdc.dren.mil/employees/volunteer/clothing.cfm>



# National Volunteer Week

April 17 - 23, 2022

## Celebrate Service

National Volunteer Week is an opportunity to recognize the impact of volunteer service and the power of volunteers to tackle society's greatest challenges, to build stronger communities and be a force that transforms the world. This week, we **shine a light** on the people and causes that inspire us to serve, recognizing and thanking volunteers who lend their time, talent, and voice to make a difference in their communities.

### USACE Volunteer Efforts



**1,559,839**  
TOTAL VOLUNTEER HOURS SERVED  
(Equivalent to 750 FTEs)



**\$44.5 M**  
TOTAL VALUE OF VOLUNTEER HOURS



**18,274**  
TOTAL VOLUNTEERS



**76%**  
PROJECTS USING VOLUNTEERS  
(305 of 403 USACE Projects)

## Shining a Light on Those That Serve



# Volunteer Week Spotlights

## National Volunteer Week

April 17 - 23, 2022

### Penny and Larry Carter



Penny and Larry Carter have had major beneficial impacts at Stanislaus River Parks, California during their eight years of volunteering, totaling 8,374 volunteer hours served. Penny and Larry's participation in managing the Knights Ferry Information Center during the winter and spring seasons has created a lasting positive effect on the hundreds of thousands of visitors they have contacted.

Notably, their involvement in water safety education and interpretation has increased visitor safety. They have supported the natural resource and recreation programs by planting trees and maintaining project assets. Additionally, they are frequently called upon to paint and maintain BBQ pits, lending to the overall experience for visitors at Stanislaus River Parks.



Volunteered over 8,000 hours of service



Supports natural resource improvements



Provide water safety education



Assisting in painting projects



Provide a helping hand to visitors and USACE staff

The team at Stanislaus River Parks truly values and appreciates the tireless support Penny and Larry Carter have provided.

# THANK YOU

To all of our volunteers in the South Pacific Division!



## National Volunteer Week

April 17 - 23, 2022

### Shining a Light on Those Who Serve

Across USACE we celebrate National Volunteer Week by shining a light on those individuals that give their time and talent to make a difference at our projects and in our communities.

#### North Atlantic Division



**54,193**  
HOURS SERVED BY VOLUNTEERS IN NAD



**\$1,546,655**  
VALUE OF TIME VOLUNTEERED

In North Atlantic Division, we are shining a light on volunteers at Tioga-Hammond and Jennings Randolph Lakes.

Located in picturesque north central Pennsylvania, the twin lakes of Tioga-Hammond provide visitors with both overnight and dayuse facilities. Volunteers at the project are coordinated by Molly Wilson.

Tucked away in the wild mountains along the border of West Virginia and Maryland, Jennings Randolph Lake is spread over 4,500 acres of land and water for visitors to enjoy.

Opportunities for outdoor recreation include camping, fishing, swimming, hiking, boating, eagle watching and more. The project volunteer coordinators for Jennings Randolph Lake are Bill Donnellan and Francesca Gullion.

### Greg and Jennifer Folk

Greg and Jennifer have served as interpretive volunteers since April of 2019.

Since then, they have provided vital support to the USACE Water Safety Mission, providing over 140 hours of volunteer time directly related to water safety programming.

Together, they have conducted over 350 pre-launch boat checks, conducted water safety programs at local schools, provided rowing interpretation at the project's three beaches, and staff the Pennsylvania Welcome Center. They also provide the critical support needed at special events.

When conducting interpretation and staffing the welcome center they explain all project purposes including flood risk management and water quality to the visiting public.



Promote water safety



Shoreline litter cleanup



Answer visitor questions



*(A great way to highlight stories about outstanding volunteers and use to recruit new volunteers)*

<https://corpslakes.erc.dren.mil/employees/volunteer/week.cfm>





US Army Corps of Engineers

# BRIDGING THE GAP

Volume 6

Issue 2

September 2022

## New National MOU: FICOR

On July 21, the U.S. Army Corps of Engineers (USACE) joined Department of the Interior, Agriculture and Commerce federal land management agencies in reestablishing the Federal Interagency Council on Outdoor Recreation (FICOR) by signing a new Memorandum of Understanding (MOU). The purpose of this MOU is to partner across Departments, bureaus and agencies to find solutions for common issues that challenge all Federal outdoor recreation providers. This interagency collaboration will address the Administration's goals of environmental justice, climate change, and equitable outdoor opportunities.



The FICOR will help coordinate policies, facilitate partnerships, and improve implementation on issues such as:

- Investing in resilient recreation infrastructure, such as electric vehicle charging stations, trails, campgrounds, visitor centers, docks, and boating access

- Bolstering education and career opportunities in conservation, outdoor recreation, habitat restoration, and resource management work, and providing comprehensive visitor information for the hunting, fishing, hiking, biking, birding, climbing, and boating communities
- Cooperating with State, Tribal, territorial, and local governments, including those in communities near Federal lands and waters
- Improving equitable access to Federal lands and waters and creating a welcoming visitor experience in collaboration with private, public, Tribal, and nonprofit organizations.

### About Bridging the Gap

"Bridging the Gap" is an electronic publication produced biannually by the U.S. Army Corps of Engineers Partnership Advisory Committee (PAC). The purpose of this newsletter is to provide information about partnerships and volunteer program around the country. For more information, or to submit stories for future editions, contact your PAC representative.

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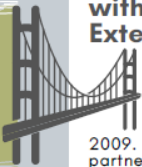


# Partnership Newsletter

<https://corpplakes.ercd.dren.mil/partners/newsletter.cfm>

## Mississippi River Project Connects with Iowa Teachers through STEM Externships | Page 4

### Meet Your PAC Team Members



Joseph Lundh, Supervisory Natural Resources Specialist, Mississippi River Project, MVR

The Iowa Governor's Science, Technology, Engineering, and Math (STEM) Council - Teacher Extern program began in 2009. The Rock Island District and Mississippi River Project have partnered with the State and program since 2013 bringing nine teachers to the Project (11 total teachers to the District) from a variety of communities for externship experiences totaling over 1800 partnership hours (2300 total in District).

Iowa STEM Teacher Externships (Externship/Extern) are full-time, six-week temporary summer positions in local businesses and agencies for secondary teachers of mathematics, science and/or technology. STEM Teachers earn a stipend paid by the Iowa STEM program, as well as three continuing education graduate credits. During the 200-240 hours of the Externship program, STEM teachers work alongside USACE staff. They develop content/plans to bring real-world applications back to the classroom including

- Heather Burke HQUSACE
- Scott Sunderland - Chair NAD (Blue Marsh Lake)
- Francis Ferrell SAD (Falls Lake)
- Mike McCoy LRD (Huntington District Office)
- Phil Manhart MVD (Lake Shelbyville)
- Taylor Baughn SPD (Lake Mendocino)
- Keith Hyde NWD (Lucky Peak Lake)
- Jennifer Linde SWD (Fort Worth District Office)



creation of lesson plans and units inspired from the experience or content provided to the Iowa PBS' online Iowa Science Phenomena website, a resource for Iowa classrooms. At the Mississippi River Project, teachers participate in forest and vegetation sampling, forest management site visits, wildlife monitoring, shoreline management, and recreation program activities.

This program has been a win-win for USACE and the teachers. The STEM teachers have all been professional, engaged, quick learners, and flexible. The extra hands extend our capabilities and efficiency. They experience areas of the project, our mission, and exposure to our partner agencies and staff not otherwise possible. It brings additional content and real-world connections back to the classroom. The program generates connections and awareness between USACE and the community. It also gives students information about career possibilities with USACE. Special thanks go out to Abby DeBaillie and Zach Miller, this year's externs, as well as all the great externs over the years. We would recommend engaging with a STEM program in your area. If it is anything like our experience, it is well worth it.



Photo Above: Adaptive management at ecosystem restoration project. Photo Right: STEM Extern Abby DeBaillie taking a tree core.

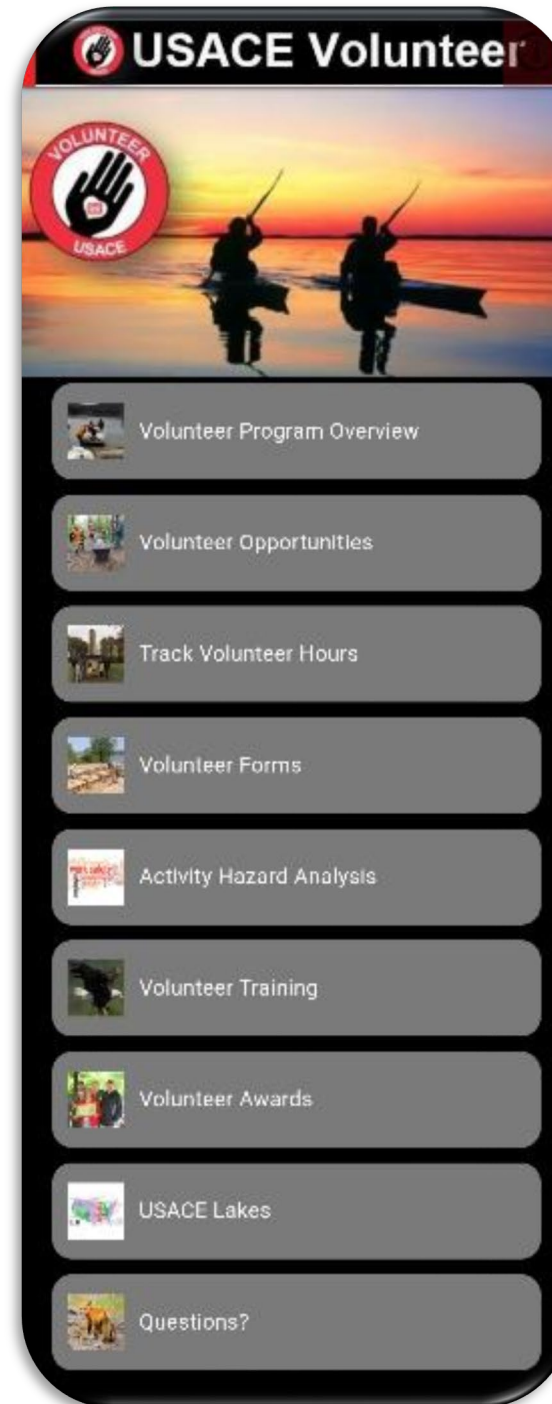
*(A great way to share stories about outstanding volunteers and use to recruit new volunteers)*



# Volunteer App

- New app developed by Innovations and PAC Teams
- Pilot testing in SWD through end of FY 23
- Nationwide launch in FY 24
- Includes:
  - Volunteer program overview
  - Volunteer opportunities
  - Track volunteer hours
  - Volunteer forms
  - Activity Hazard Analysis forms
  - Volunteer training
  - Volunteer awards
  - USACE lakes link
  - Questions

<https://corpslakes.ercd.dren.mil/employees/volunteer/app.cfm>





# Volunteer.gov



District volunteer coordinators have volunteer.gov Salesforce accounts to post opportunities and forward applications to project volunteer coordinators.




Volunteer.gov

Home Discover Opportunities Contact Log In or Sign Up

## Opportunity is Calling

Search volunteer opportunities by keyword or phrase...

### Latest Opportunities



## Need a Volunteer - Posting Form (Feb 2022 version)

Send completed form to your district office volunteer coordinator

- **Volunteer Opportunity/Position Title:**
- **PSA or Volunteer position location** (If applicable. Such as name of campground or visitor center):
- **Opportunity Type:** (Choose either Event or Position)
- **Virtual:** (Can the volunteer job be done remotely? Choose Yes or No.)
- **Opportunity Photo:** Include a URL link to a photo you'd like posted with the opportunity. Photo URL must come from one of the following approved sites:
  - [www.Recreation.gov](http://www.Recreation.gov)
  - Corps Lakes (<https://corpslakes.erc.dren.mil/visitors/visitors.cfm>)
  - USACE webpage (i.e. <https://www.nwk.usace.army.mil/Locations/District-Lakes/Kanopolis-Lake/>)Find the photo you'd like posted with the opportunity. Right click on the image to copy the link address. Paste into this document.
- **Start Date of the Opportunity/Position:**
- **End Date of the Opportunity/Position:** (Cannot exceed one year from the start date)
- **Recruitment Start Date:** (List the specific date you want the volunteer opportunity posted on Volunteer.gov. Cannot be "ongoing" or "year round"):
- **Recruitment End Date** (List the specific date you want the volunteer opportunity removed from Volunteer.gov. Cannot be "ongoing" or "year round"):
- **Short Description:** (Enter a short (one sentence or less) description which describes the volunteer opportunity. Example might be, "Seeking to fill 4 Visitor Center Host positions from May 1 – Sep 15, 2020)
- **Detailed Description:** (Enter a more detailed description with any key information you would like the volunteer to know, if desired.)
- **Difficulty:** (Select the most applicable option)
  - Not Difficult
  - Average
  - Strenuous
- **Number of Volunteers Needed:**
- **Background check required?** (Choose Yes or No):
- **Security clearance needed?** (Choose Yes or No):
- **Suitability** (Select/highlight all that apply)

- Engineering
- Heritage & Cultural Resources
- Interpretation & Education
- Maintenance
- Safety Ops
- Visitor Services Recreation Management
- Other (please specify)

- **Skills:** (Select or highlight all that are needed for the position)

- Backpacking/Camping
- Biology
- Boat Operation
- Carpentry
- Clerical/Office Machines
- Computer Programming
- Conservation Education
- Drafting/Graphics
- Driver's License
- First Aid Certificate
- Fish/Wildlife
- General Assistance
- Hand Power Tools
- Heavy Equipment
- Landscaping/Reforestation
- Land Surveying
- Livestock/Ranching
- Map Reading
- Mountaineering
- Office/Clerical
- Operation Horse-Care/Riding
- Other Trade Skills
- Photography
- Public Speaking
- Research/Librarian
- Sign Language
- Supervision
- Teaching
- Visitor Information
- Working with People
- Writing/Editing

- **Activities:** (Select or highlight all that apply)

- Archaeology
- Backcountry/Wilderness
- Botany
- Campground/Site Host
- Campground Maintenance
- Computers
- Conservation Education
- Construction/Maintenance
- Fish/Wildlife
- General Assistance
- GIS/GPS
- Historical Preservation



# Salesforce Volunteer.gov Admin Site



All Search Applications and more...



- Volunteer Manage...
- Applications
- Volunteer Opportunities
- Accounts
- Knowledge
- Chatter
- Reports
- Dashboards

Applications  
**My Applications**

50+ items • Sorted by Age of Application • Filtered by All applications • Updated 14 minutes ago

Search this list... [Settings] [Grid] [Refresh] [Edit] [Share] [Filter]

	Application ...	Opportunity Summary	Volunteer Name	Status	Created ...	Status ...	Age of Application ↑	Volunteer Type	Total Lif...	
1	<input type="checkbox"/> AP-00013846	Name: Sam Rayburn Lake Park Host Volunteer...	Tony Santos	Submitted	7/26/202...	7/26/2...	2	Registered		▼
2	<input type="checkbox"/> AP-00013855	Name: Campground Cleaning Address: South ...	Diane Zoe Young	Submitted	7/26/202...	7/26/2...	2	Registered	0.00	▼
3	<input type="checkbox"/> AP-00013867	Name: Benbrook Lake Park Host/Light Mainte...	Sydney Heath	Submitted	7/26/202...	7/26/2...	2	Registered	0.00	▼
4	<input type="checkbox"/> AP-00013868	Name: Benbrook Lake Park Host Address: 700...	Sydney Heath	Submitted	7/26/202...	7/26/2...	2	Registered	0.00	▼
5	<input type="checkbox"/> AP-00013888	Name: Wright Patman Administrative Assistan...	Carol Ann Dymond	Submitted	7/26/202...	7/27/2...	2	Registered		▼
6	<input type="checkbox"/> AP-00013828	Name: Sam Rayburn Lake Park Host Volunteer...	Jillian Craft	Submitted	7/25/202...	7/25/2...	3	Registered	0.00	▼
7	<input type="checkbox"/> AP-00013793	Name: Park Host/Maintenance Address: 3052...	Amy Jo McVay	Submitted	7/24/202...	7/24/2...	4	Registered	0.00	▼
8	<input type="checkbox"/> AP-00013771	Name: Whitney Lake Park Host Volunteer Add...	Sydney Heath	Submitted	7/23/202...	7/23/2...	5	Registered	0.00	▼
9	<input type="checkbox"/> AP-00013748	Name: Waco Lake Park Host Address: 3801 Zo...	Robert William Mayes	Submitted	7/22/202...	7/22/2...	6	Registered	0.00	▼
10	<input type="checkbox"/> AP-00013749	Name: Campground Cleaning Address: South ...	Tshikundi Taty	Submitted	7/22/202...	7/22/2...	6	Registered	0.00	▼
11	<input type="checkbox"/> AP-00013759	Name: Kaweah Lake- Horsecreek Park Host A...	Janice Hansen	Submitted	7/22/202...	7/23/2...	6	Guest		▼
12	<input type="checkbox"/> AP-00013680	Name: Lake Georgetown Park Host Volunteer ...	Brittney Hobbs	Submitted	7/21/202...	7/21/2...	7	Guest		▼
13	<input type="checkbox"/> AP-00013709	Name: Burchfield Branch Campground Adres...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
14	<input type="checkbox"/> AP-00013710	Name: Campground Hosts at Riffle Run Camp...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
15	<input type="checkbox"/> AP-00013714	Name: Youghiogheny Lake Mill Run Campgro...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
16	<input type="checkbox"/> AP-00013716	Name: Sam Rayburn Lake Park Host Volunteer...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
17	<input type="checkbox"/> AP-00013717	Name: Town Bluff Campground Host Address:...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
18	<input type="checkbox"/> AP-00013718	Name: Granger Lake Maintenance Volunteer A...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
19	<input type="checkbox"/> AP-00013719	Name: Belton/Stillhouse Lake Campground H...	Travis Wayne Jones	Submitted	7/21/202...	7/21/2...	7	Registered	0.00	▼
20	<input type="checkbox"/> AP-00013731	Name: Lake Georgetown Administrative Assis...	Amanda Jo Rogers	Submitted	7/21/202...	7/22/2...	7	Registered	0.00	▼
21	<input type="checkbox"/> AP-00013648	Name: Sam Rayburn Lake Park Host Volunteer...	Tara Schudlach Schudlach	Submitted	7/20/202...	7/20/2...	8	Guest		▼



# Workamper News



- Website/magazine that USACE contracts with to post volunteer and paid camp host opportunities.
- Each project gets the following for FREE with our contract :
  - One ad of up to 100 words in each of the issues of Workamper News
  - Four 2-week Hotline ads (up to 100 words) per year online for immediate needs
  - Access to Workamper News online
  - Access to an applicant resume database for volunteers/ contractors seeking opportunities
  - Ability to create an employer tour to show off your Workamping environment
  - Ability to record podcasts about volunteering at your project

Workamper News  
The Original Resource Of Jobs For RVers, Since 1987!

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Welcome to Workamper® News—your #1 resource for **Workamping!** Available for both Workampers and employers, Workamper News has been the premier source for connecting RVers and potential employers for more than three decades.

Are you a Workamper? If you work in exchange for something of value and sleep in a RV at night, you are indeed! From coast to coast, there are many positions available for Workampers—or those still dreaming of an RV lifestyle—to work and play on the road. Let us put you in touch with the perfect opportunity to meet your Workamping needs.

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US Army Corps of Engineers®

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**WORKAMPER**

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ADVERTISING  
EMPLOYER FAQ  
HOW TO RECRUIT

LOGIN  
MEMBER TOOLS  
WORKAMPER FAQ  
JOB RESOURCES



## Volunteers in Action



## Volunteer Resources

- [USACE Volunteer Clearinghouse](#)
- [Volunteer.Gov](#)
- [Volunteer Coordinators Contacts](#)
- [Volunteer Application](#)
- [Volunteer Factsheet](#)
- [Public Safety Volunteer Flyer](#)
- [Testimonies](#)

## Useful Links

- [National Public Lands Day](#)
- [National Get Outdoors](#)
- [Student Conservation Association](#)
- [Let's Move](#)
- [Corps Lakes Gateway](#)
- [Recreation.Gov](#)
- [Water Safety](#)

## Volunteer Videos

- [Who are Corps volunteers?](#)
- [Volunteering with the Corps](#)
- [Lake Spring Cleanup](#)

# NWW Volunteer Website





# Volunteer Flyers



## Volunteer Events – Help Needed!

### Invasive Plant Removal – Two-horned water chestnut

Spend your morning or afternoon with us on a lovely farm pond in Manassas VA. Watch dragonflies, listen to frogs sing, and marvel at crayfish castles, while you help us remove this new invader!



**Dates:** July 21 (Wed), July 22 (Thur), July 24 (Sat), July 25 (Sun), Aug 4 (Wed), Aug 5 (Thu), Aug 7 (Sat) and Aug 8 (Sun).  
**Hours:** Mornings from 10 a.m. – 2 p.m., and afternoons from 2 p.m. to 6 p.m.  
**Where:** The pond at 7901 Guy Dr, Manassas, VA.

### Help Stop the Spread of a New Aquatic Invader!

- Two-horned water chestnut is a new invader from Asia and is currently only present in a few dozen ponds in Northern Virginia. Help us stop it here, before it spreads to the Potomac River and Chesapeake Bay, where it would interfere with commerce and damage ecosystems.
- Two-horned water chestnut is an annual plant that sprouts in April and May, spreads over the water surface, often covering it completely, and then flowers and fruits in the summer. Seeds continue to form until the first hard frost.
- Non-chemical control is possible, but it's time consuming. That's why we need your help! With this series of events we will attempt to pull all of the water chestnut present in a 1.25 acre pond.
- At this event you will also learn how to report the plant if you see it in other ponds, thus providing Virginia the data needed to formulate a response strategy before it's too late!

### What You Will Learn

- How to identify this new invader.
- How and where it grows and options for removing it.
- How you can help by reporting it if you see it in other ponds

### Sign Up Here

<https://www.signupoenius.com/oo/10c0a48aaae2fa7f85-invasive>

Questions? Call Sara Tangren at 301 580 6237



*"I am strongly committed to reducing public recreation accidents and fatalities at U.S. Army Corps of Engineers projects and therefore have set an agency goal of decreasing the number of fatalities by 50 percent by the end of fiscal year 2014, using the total of 197 fatalities from fiscal year 2011 as the baseline."*

— Maj. Gen. Michael J. Walsh, USACE Deputy Commanding General for Civil and Emergency Operations



Contact: Michael Swenson

Number: 509-527-7139



US Army Corps of Engineers

## The Corps of Engineers Needs You!

### Help Us Make a Difference

The Corps of Engineers is the largest provider of outdoor recreation in the entire nation. Our highest priority is public safety. We are looking for motivated men and women that want to make a difference by helping us with our public safety mission.



Work side-by-side with a dedicated Park Ranger.

The primary duty of the Public Safety Volunteers is to assist Park Rangers with providing educational opportunities for school-aged children and young adults as well as assisting with special events for the public. Help us make a difference.

#### Specific duties include:

- Schedule interpretive programs with teachers, childcare providers, scout leaders, churches, sports clubs.
- Present interpretive programs with topics on public safety involving various recreation activities with a primary focus on WATER SAFETY.
- Create flyers and news releases to advertise for upcoming events and programs.
- Assist with planning and preparations for public events. Assist with setup and implementation on event day.
- Join a Park Ranger during boat patrols and assist with vessel inspections and safety education.



Public Safety Volunteers Needed







# Other Recruitment Options



- Television interviews
- Newspaper articles
- Radio PSAs
- Word of mouth
- Social media



U.S. Army Corps of Engineers, Mobile District

July 22 at 2:03 PM

Jimmy Moore is an 81-year-old volunteer doing great things at the Volunteer Village [U.S. Army Corps of Engineers, Allatoona Lake](#) in Georgia. To learn more of his extraordinary story see [go.usa.gov/xFTaq](https://go.usa.gov/xFTaq).  
 #MobileDistrict #USACE #SAD #People



Blue Marsh Lake

6d

### VOLUNTEER SPOTLIGHT

A big THANK YOU goes out to everyone that participated in this year's 4th Annual Trees For The Fishes Event 🌲🌲🌲!

After the Christmas holiday, local community members chose to recycle their Christmas trees to contribute to the enhancement of habitat both in the water and on land at Blue Marsh Lake.

On Sat... See more





# Corporate Social Responsibility



Many corporations have a commitment to volunteerism or donating to causes important to the organization

Volunteer Page on the Gateway has some resources to get you thinking

- [Policy & Procedures](#)
  - [Volunteer Forms](#)
  - [Program History](#)
  - [Training](#)
  - [Volunteer.gov](#)
  - [Job/Activity Hazard Analyses](#)
  - [National Public Lands Day](#)
  - [Division & District POCs](#) 
  - [Volunteer Awards](#)
  - [Workamper News](#)
  - [Corporate Social Responsibility/Volunteer Programs](#)
- [News / Current Issues](#)
  - [FAQs](#)
  - [Good Enough to S](#)
  - [Volunteer Clothing](#)
  - [Volunteer Plans an](#)
  - [Related Sites](#)
  - [Background Check](#)
  - [Corps Photo Albu](#)
  - [Volunteer Pass Pro](#)
  - [Volunteer Program](#)



AutoSave Off Corporate Social Responsibility-Volunteer Programs-Feb20201.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat

	A	B	C	D	E	
			Paid Volunteer Day	\$ Matching Program	Standard Grant Program	How it works
1	Corporation	Title				
91	Salesforce	Employee-Inspired Giving	X	X		7 days PTO ea
92	Sherwin-Williams	Sherwin-Williams Matching Gifts Program, The Sherwin Williams Foundation	Unknown	X	X	Matching \$ d
93	Southwest Airlines	Tickets for Time	Unknown	X		Employees an them through Employee vol to allow emp
94	Spectrum (Charter Communications)	Spectrum foundation			X	Grants are giv food drives, r
95	Starbucks	Matching Gifts program	Unknown	X		Match emplo year.
96	State Farm Insurance	Community Service/Education Support Day	X	X	X	Employees an offers matchi volunteer pro
97	SunTrust Banks	OnUp Together	X	Unknown		All full-time e
98	Time Warner	IMPACT: A Pact to Act	X	X	X	Matching gra training, Turn Volunteers lo
99	TransUnion		X	X		1 paid work d
100	Tyson Foods	Team member giving		X		\$12 match fo
101	Under Armour	Philanthropy	X			32 hours of p

<https://corpslakes.ercd.dren.mil/employees/volunteer/pdfs/Corporate%20Social%20Responsibility-Volunteer%20Programs-Feb20201.xlsx>



# National MOU: Union Sportsmen's Alliance



Purpose: Utilize USA's flagship conservation program "Work Boots on the Ground" to facilitate opportunities for their members to volunteer their time and unique trade skills towards construction, repair and restoration projects on USACE public lands and waters

- USA contributes private sector resources and highly trained member volunteers such as:
  - Electrical workers
  - Plumbers, welders and service techs
  - Machinists
  - Sheet metal workers
  - Painters
  - Roofers
  - Bricklayers
  - Iron workers
  - Carpenters



• <http://unionsportsmen.org/>

• Find out more at <https://corpslakes.erd.c.dren.mil/partners/national.cfm?Partner=usa>



# Volunteer Selection/Interviews



- Importance of screening
  - Mutual screening
  - To protect customers/visitors
  - To maintain paid staff and other volunteer morale
  - To guard the agency's reputation (impacts future program)
  
- 4 key steps in the interview process:
  - Preparation
  - Opening
  - Body
  - Closing





# Interview Preparation



- Review what you know about the applicant.
- Review pertinent information about the available volunteer position(s).
- Assemble material about the agency.
- Formulate questions.
- Schedule adequate time.
- Arrange for private, comfortable place.
- Cast aside all distractions.





# Interview Opening/Body/Closing



- Opening:
  - Greet and put applicant at ease, establish rapport.
  - Clarify the purpose of the interview: "...to determine if the Corps is a good match for you..."
  - Establish timeframe for interview.
- Body: (Three basic sections of an interview)
  - You provide information about the agency, program, visitors served, etc.
  - Applicant shares information about themselves through thoughtful questioning. (skills, interests, experience, time availability, leadership style, motivation)
  - You describe available volunteer positions or other options for involvement.
- Closing:
  - Review and summarize what surfaced during the interview.
  - Discuss next steps:
    - If mutual acceptance: explain how volunteer becomes active.
    - If no match: encourage honest sharing and refer elsewhere.
  - Express appreciation for their time.





# Core Questions



- Open-ended questions are best.
- When several applicants interview for the same volunteer position, ask them all some core questions so you can compare their suitability.
- Situational questions determine how the person might react to specific experiences.

## Inappropriate/Illegal Interview Questions:

- Age
- Citizenship
- National Origin
- Race/Color
- Religion
- Sex
- Marital Status/Family
- Personal Plans
- Organizational Affiliation
- Police Record
- Military Discharge
- Economic Status



**VOLUNTEER INTERVIEW**

Date: \_\_\_\_\_

Operating Project: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Volunteer Position and Duty Station: \_\_\_\_\_

Interviewer (Volunteer Coordinator and/or Supervisor): \_\_\_\_\_

**I. Review of Enrollment Form**

Review and clarify information on Volunteer Application Form or other application materials (resume, etc.). Correct any misinformation on form and place other comments below.

**II. Non-Directive Interview Questions**

1. What attracted you to our agency? Is there any aspect of our work that most motivates you to seek to volunteer here?

\_\_\_\_\_

2. What would you like to get out of volunteering here? What would make you feel like you've been successful?

\_\_\_\_\_

3. What have you enjoyed most about your previous volunteer work? About previous paid employment?

\_\_\_\_\_

4. Describe your ideal supervisor. What sort of supervisory style do you prefer to work under?

\_\_\_\_\_

5. Would you rather work on your own, with a group, or with a partner? Why?

6. What skills do you feel you have to contribute?

\_\_\_\_\_

7. What can I tell you about our agency?

\_\_\_\_\_

**Volunteer Interview, Continued**

**III. Match with Volunteer Positions**

Discuss potential volunteer positions and check match of interests, qualifications, and availability.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

~~~~~ **To be completed after interview** ~~~~~

**IV. Interviewer Assessment**

Appearance:

- Poised, neat       Acceptable       Unkempt

Reactions to Questions:

- Helpful, interested, volunteered information       Answers questions  
 Evasive       Confused

Disposition:

- Outgoing, pleasant, confident       Reserved  
 Withdrawn, moody       Suspicious, antagonistic

Interpersonal Skills:

- Adept at dealing with others       Relatively at ease with others       Uncomfortable

Physical Restrictions: \_\_\_\_\_

**V. Recommended Action**

Consider for following positions:

1. \_\_\_\_\_

2. \_\_\_\_\_





## Inappropriate/Illegal Volunteer Interview Questions



| Subject                | Illegal                                                                                                                                                                                                                               | Legal If Job Related                                                                                                                                                                                                                                                                                                                  |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AGE</b>             | Any question which tends to identify applicants between 40-64 years of age is illegal. EXAMPLE: "Do you remember the 1940 election?"                                                                                                  | There is no legal question you can ask regarding this subject during an interview. However, there is a field on the OF 301 volunteer application and the OF 301a volunteer agreement that has been approved by OMB.                                                                                                                   |
| <b>CITIZENSHIP</b>     | Any of the following questions cannot be asked: Are you a citizen of the United States? Are your parents/ spouse a US citizen? When did you acquire US citizenship? Are you/spouse/ parent native born or naturalized?                | There is no legal question you can ask regarding this subject during an interview. However, there is a field on the OF 301 volunteer application and the OF 301a volunteer agreement that has been approved by OMB. You may request documentation to verify citizenship/visa requirements, if the candidate indicates on either form. |
| <b>NATIONAL ORIGIN</b> | Any of the following questions cannot be asked: What is your national origin? What language is spoken in your home? What is your native language?                                                                                     | There is no legal question you can ask regarding this subject.                                                                                                                                                                                                                                                                        |
| <b>RACE/COLOR</b>      | You may not ask any question that directly or indirectly relates to race or color.                                                                                                                                                    | There is no legal question you can ask regarding this subject. However, there is an optional question regarding ethnicity on the OMB approved OF 301a volunteer agreement.                                                                                                                                                            |
| <b>RELIGION</b>        | The following questions cannot be asked: What church do you attend? What religious holidays do you observe?                                                                                                                           | There is no legal question you can ask regarding this subject.                                                                                                                                                                                                                                                                        |
| <b>SEX</b>             | You may not ask any question which inquires as to one's gender. For example: What are your plans regarding having children in the near future? Do you mind having a male/ female supervisor? Can you work with a group of men/ women? | There is no legal question you can ask regarding this subject.                                                                                                                                                                                                                                                                        |



|                                   |                                                                                                                                                                                                                |                                                                                                                                                                                                                                                       |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MARITAL STATUS/FAMILY</b>      | Any of the following questions cannot be asked: Are you married? Divorced? Widowed? With whom do you live? Do your children live with you? What ages are your children? Is your husband/ wife in the military? | There is no legal question you can ask regarding this subject.                                                                                                                                                                                        |
| <b>EDUCATION</b>                  | You may not ask questions that specifically ask the nationality, racial, or religious affiliation of a school; the candidate's education level in general, if not related to the position being filled.        | You may ask questions concerning a candidate's academic, vocation, or professional education as long as it pertains to requirements related to the position being filled.                                                                             |
| <b>ORGANIZATIONAL AFFILIATION</b> | You may not ask the following question: To what organization, societies and clubs do you belong?                                                                                                               | You may ask questions related to this subject if they are related to the volunteer position being filled and how the candidate's participation in the organization may fulfill the requirements.                                                      |
| <b>POLICE RECORD</b>              | Do not ask: Have you ever been arrested?                                                                                                                                                                       | If the job being filled has special requirements (i.e., bonding), you may ask a question such as: In order to fill this job, you must be bonded. Is there any problem that this presents?                                                             |
| <b>WORK SCHEDULE/ TRAVEL</b>      | Do not ask any questions that relate to child care, ages of children or other non job-related areas.                                                                                                           | If the position being filled has special requirements (i.e., travel, overtime, unusual hours, etc.) these conditions may be stated. For example: In this position you would have to travel 1 week in every month. Does this present a problem to you? |
| <b>MILITARY DISCHARGE</b>         | The following question may not be asked: Were you honorably discharged from military service?                                                                                                                  | There is no legal question you can ask regarding this subject.                                                                                                                                                                                        |
| <b>ECONOMIC STATUS</b>            | The following questions may not be asked: Do you have a good credit rating? Do you have any trouble with bills/collection agencies?                                                                            | There is no legal question you can ask regarding this subject.                                                                                                                                                                                        |
| <b>PERSONAL PLANS</b>             | The following question may not be asked: Do you have plans to live in this area long?                                                                                                                          | There is no legal question you can ask regarding this subject.                                                                                                                                                                                        |
| <b>MISCELLANEOUS</b>              | You should not ask any question that is not position related or necessary for determining a candidate's possession of required skills.                                                                         | You may notify the candidate that statements, misstatements or omissions of significant facts may be cause for non-selection.                                                                                                                         |

Reference: <http://CPOL.army.mil/library/permiss/6744.html> PERMISS Category: Recruitment and Placement Program





# Volunteer Reference Check

## I. Volunteer Applicant

Date: \_\_\_\_\_ Operating Project: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Volunteer Position and Duty Station: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_

Volunteer Supervisor: \_\_\_\_\_

## II. Introductory Comments

Briefly cover the following in requesting that the reference consent to the discussion of the applicant:

- Your name.
- Name of agency.
- Applicant requested that we call you to verify some information.
- Applicant has given permission for them to provide full and honest information.
- Conversation will take about 10 minutes and can be done at their convenience.
- Information given will be kept confidential.

## III. Reference Check Questions

- Questions for one reference follows. Revise as necessary or make tailor to your position available.

## Reference #1

Name of Reference: \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

1. What is your relationship to the applicant? (Use applicant's name.)
2. How long have you known the applicant?
3. Have you ever worked with the applicant in a volunteer capacity? \_\_\_Yes \_\_\_ No  
If yes, describe:
4. Is this applicant dependable?
5. In your observations, describe how this applicant interacts with children (if applicable).
6. In your observations, describe how the applicant interacts with adults.
7. Is this applicant a positive role model?
8. How does this applicant work with people who are different from him/her (such as persons with disabilities or from different ethnic or socio-economic backgrounds)?
9. How would you describe the applicant's skill to handle records and/or money?





# Ways to Say 'No' to an Applicant

"I wish we had something suitable, but we don't at this time."

"Our program does not demand the skills you wish to give."

"Let me put you in contact with..."

"I don't think you'll get what you want out of volunteering with us."

"Well get back to you."

"You're not suitable for us, but..."

"The job you're best qualified for is already filled."

"Your time availability doesn't coincide with our needs."



# Upcoming Volunteer Webinars / Important Dates

- Feb 10, 9:00 – 10:00 Pacific/ 12:00 – 1:00 Eastern: Volunteer in-processing and paperwork
- Feb 13, 12:00 – 1:00 Pacific/ 3:00 – 4:00 Eastern: Volunteer orientation, training, supervision. Incidental expenses and reimbursements
- Feb 15, 8:30 – 9:30 Pacific/11:30 – 12:30 Eastern: Volunteer evaluations and awards. Entering volunteer data in CWBI
- Feb 16, 10:00 – 11:00 Pacific/1:00 – 2:00 Eastern: Trout Unlimited National MOU
- Apr 16 – 22: National Volunteer Week

\*\*This webinar has been recorded and will be posted along with the slides on the NRM Gateway Partnerships and Volunteer training pages:

<https://corpslakes.erc.dren.mil/employees/training.cfm?Id=partner&View=yes>

<https://corpslakes.erc.dren.mil/employees/training.cfm?Id=volunteer&View=Yes>

