

VOLUNTEER JOB DESIGN, RECRUITMENT AND SELECTION

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HQUSACE National Partnerships and
Volunteer Program Manager

02 February 2024



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US Army Corps
of Engineers®

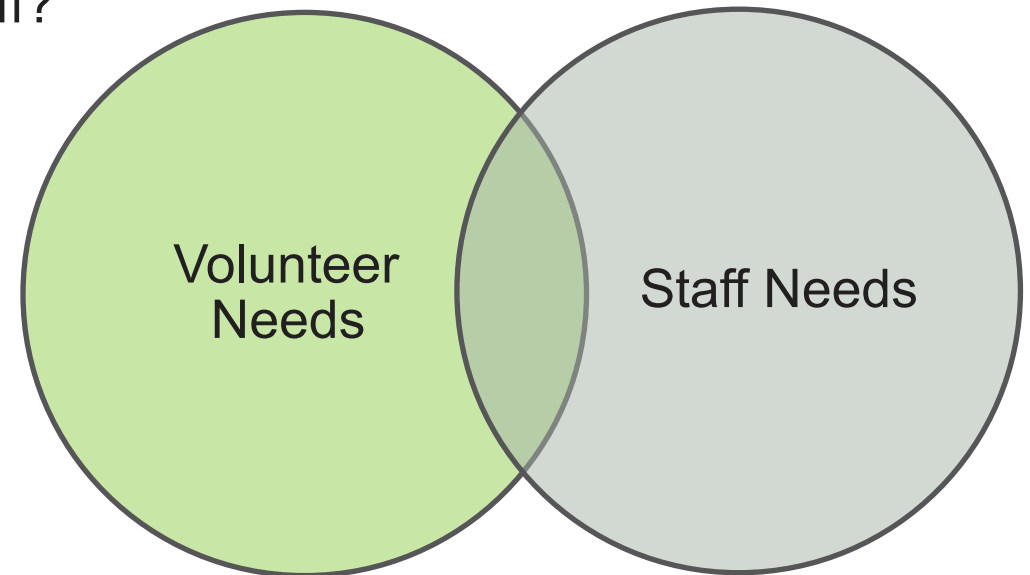


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Creating Strategic Volunteer Jobs



- 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?





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Designing Positions for Volunteers

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- 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.





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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)







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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



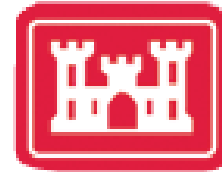


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Benefits of Well Written Volunteer Descriptions



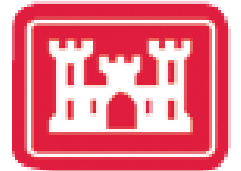
- Position descriptions should be clearly written and include all essential information.
- Clear understanding of what is expected by volunteer and staff
- Marketing tool for recruitment
- Guide for screening
- Basis for supervision and evaluation
- Contract between volunteer and USACE



★ **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 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 with questions.



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Elements in an Ideal Volunteer Position Description

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- 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
- PHOTOS!



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
_____	_____	_____
_____	_____	_____



U.S. Army Corps of Engineers | Green River Lake, Kentucky

GRL Volunteer Visitor Center Hosts

Apply Now

OPPORTUNITY TYPE: Position	OPPORTUNITY CATEGORY: --	VIRTUAL OR ON-SITE: On-Site	DATES: 4/19/2024 - 10/27/2024	REQUIRED DAYS: Sunday, Monday, Saturday	HOURS AVAILABLE IN A MONTH: 21
ACTIVITIES: Campground/Site Host, Computers, Planning Office/Clerical, Visitor Information, Answering phone, running a visitor center, tending to animal exhibits.	DIFFICULTY LEVEL: --	SUITABILITY: Groups, Families, 55+	HOST'S HOUSING/AMENITIES: --	TRAINING REQUIRED: Yes	SECURITY CLEARANCE NEEDED: Yes



ADDRESS
Green River Lake
544 Lake Road
Campbellsville, Kentucky 42718-9805

CONTACT
Andrea Davis
andrea.m.davis@usace.army.mil
(270) 465-4463

SECONDARY CONTACT
Larry Lemmon
larry.m.lemmon@usace.army.mil
(270) 465-4463

Details

DESCRIPTION

Green River Lake is looking for or a couple who is very friendly, people-oriented, and loves to camp to help serve our team as Visitor Center Hosts. The position will run from April 19 thru Oct. 27, 2024, working at least 30 hours per week (including weekends and holidays). Hosts would need to work every weekend (Saturday and Sunday) throughout the season but would be off during the week. Some weekdays may be requested if a holiday falls during the week. Typical Duties would include working in a Visitor Center environment, meet and greet visitors, answering phones, minor gardening duties, re-filling brochure racks, show short film about the lake, help feed and care for reptile/amphibian displays, fill bird feeders, assist rangers with interpretive programs, promote the Corps water safety initiative, assist with the recreational equipment rental and loner lifejacket programs.

Requirements:

- Host must provide their own camper (must be in good repair and appearance)
- Ability to communicate effectively with the public
- Ability to maintain a set schedule and turn in progress report of duties performed
- Willingness to commit to a long-term agreement

Needs to be comfortable in an office setting, talking with and interacting with all ages of visitors. May be asked to perform interpretive programs, needs to be comfortable with that. At times, conflict resolution skills may come into to play, dealing with difficult visitors. This position requires the individual (s) to live in a campground environment but will work in a Visitor Center environment. It can be expected that USACE staff will regularly check-in with the individuals and a daily log will be filled out with the day's accomplishments.

SKILLS

- Clerical/Office Machines
- Drivers License
- Office/Clerical
- Visitor Information
- Working with People

BACKGROUND/REFERENCE CHECK REQUIRED

- Yes

Apply Now

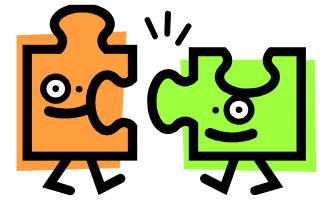


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Volunteer Recruitment

- 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*)





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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.



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 to find an opportunity. Additional information about USACE lakes can be found at 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!





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US Army Corps of Engineers.

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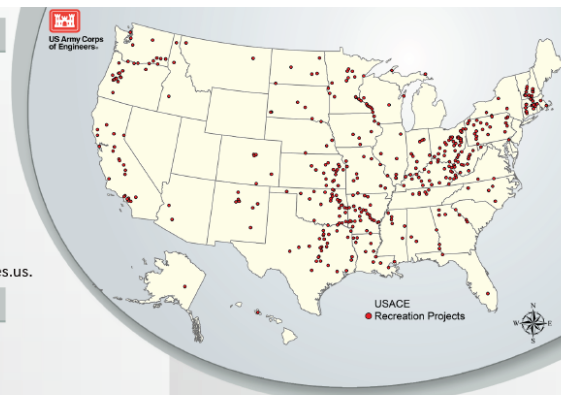


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VOLUNTEER OPPORTUNITIES

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



US Army Corps of Engineers

Volunteer Opportunties



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For more information:

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



US Army Corps of Engineers

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



1,536,732
TOTAL VOLUNTEER HOURS SERVED
(Equivalent to 739 FTEs)

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



32,398

TOTAL VOLUNTEERS



\$46 M

TOTAL VALUE OF VOLUNTEER HOURS



80%

PROJECTS USING VOLUNTEERS
(322 of 403 USACE Projects)

Shining a Light on Those Who Serve



NATIONAL VOLUNTEER WEEK

APRIL 16-22

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

Volunteer Week Spotlights

Shining a Light on Those Who Serve

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

North Atlantic Division

In the North Atlantic Division, we are shining a light on volunteers at Blue Marsh and Raystown Lakes.

While the main purpose of Blue Marsh was to provide flood control to part of the Schuylkill River Valley, over the years the lake has become a recreational hotspot. With over 36 miles of trails, 6,200 acres of land, 1,148 acres of water, picnic areas, a small beach and boat launches the lake accommodates all kinds of outdoor enthusiasts.

\$1,897,460
VALUE OF TIME VOLUNTEERED

Raystown Lake is the largest lake located entirely in Pennsylvania and offers 8,300 surface acres of clear water surrounded by 21,000 acres of forested mountain slopes. Visitors come to Raystown to enjoy panoramic views of undeveloped land and waters, access to excellent public recreation facilities, and fishing and hunting opportunities.

63,354
HOURS SERVED BY VOLUNTEERS IN NAD

Emma Miller



Emma Miller joined Blue Marsh Lake as a volunteer through her high school's honors internship program, where students are given the opportunity to work with local employers to gain real world employment experience within their career interests. Since September 2022, she has logged over 220 hours as a volunteer.

Emma has provided valuable volunteer services by completing regular tasks such as facility and equipment checks, assisting ranger staff with annual boundary inspections, and trail maintenance activities.

A big project Emma worked on was to help a Girl Scout replace bluebird nesting structures at the Dry Brooks Day Use Area for Blue Marsh Lake's nesting structure program. She then took on the task of replacing all the bluebird boxes throughout the park. This helped revamp the program to have it ready for the spring nesting season. Emma also took extra time to assist with multiple Guided Hike programs throughout her internship.

220

Over 220 hours of volunteer service provided in less than 1 year.

Bluebird Boxes

Replaced bluebird nesting structures prior to nesting season.



Inspection
Assisted staff with facility and equipment checks, boundary inspection, and maintenance tasks.



Dave and Mary Jo Nelson



2,500

Nearly 2,500 hours of volunteer service provided over the past 4 summers.



Helping Hand

Provide a helping hand where ever needed.



Safety

Taught hundreds of visitors in kayak safety.

Dave and Mary Jo Nelson joined the team at Raystown Lake in 2019, when they moved into the Volunteer Village. Being from the area and regular campers at the lake, they felt right at home at Raystown. The Nelsons participated in Raystown's Volunteer Village program for four summers, contributing a total of over 2,500 combined volunteer service hours. The Nelsons were involved in almost everything going on at Raystown, energetically supporting maintenance, recreation, and environmental stewardship missions through their service. Mary Jo even created her own weekly water safety program, "beginner kayak lessons." Through the program's three years, Mary Jo joyfully taught kayak safety to hundreds of visitors. Although the Nelsons have taken their talents elsewhere for the 2023 season, their impact to Raystown Lake Project and its visitors will live on.



THANK YOU

To all of our volunteers in the North Atlantic Division!



APRIL 16-22



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

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





Partnership Newsletter:



BRIDGING THE GAP

Volume 7 | Issue 2 | September 2023



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 the partnerships and volunteer programs around the country. For more information, or to submit stories for future editions, contact your PAC representative.

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National MOU: Corps Foundation

In June 2023, the U.S. Army Corps of Engineers (USACE) and the Corps Foundation signed an updated Memorandum of Understanding (MOU) to foster contributions and partnerships that support environmental and recreation projects at USACE operated lakes and waterways. USACE and the Corps Foundation have worked together for more than a decade to nurture partnerships and contributions for the Natural Resources Management (NRM) program and wish to maintain and expand these efforts. This MOU provides a framework for continued collaboration related to outreach and education, technical and financial assistance, support of cooperating associations and volunteers, and advocacy for the enhancement of the recreation and environmental stewardship programs at USACE Civil Works projects.

A few examples of past partnering efforts between the Corps Foundation and USACE include support of the water safety program through the "Life Jackets Worn...Nobody Mourns" campaign, support of the Innovations team, donation of volunteer and partnership awards and coins, the Toolkit for Developing a Cooperating Association, advocacy for new legislative authorities, fundraising, and grant assistance. ■



Photo above: Corps Foundation board members: Sam Wagner, Kent Dunlap, Greg Miller, Avis Kennedy, Nancy Rogers, Sue Clevensline, Rachel Garren.



Visit the Corps Foundation at corpsfoundation.org

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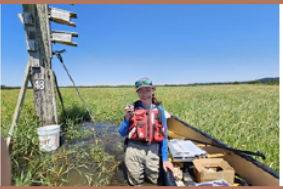
SCA Cooperative Agreement: Start thinking about 2024!

Jennifer Linde, Natural Resources Specialist, Fort Worth District

If you've attended one of the PROSPECT courses for NRM Partnerships or have been involved in partnerships at your project, you may recall that one of the four types of cooperative agreements available to the NRM community of practice is "Education and Training," which is most often used for youth conservation services agreements. It may be a little intimidating to consider a partnership that requires a grants officer's approval, but the NRM Partnership program has done some of the work for you!

If you've considered having an intern from a youth conservation organization work at your project, but don't know where to start, then using the current nationwide Cooperative Agreement for Youth Conservation Services between USACE and the Student Conservation Association (SCA), administered out of the Fort Worth District, may be something to consider. The nationwide agreement was initiated in 2016 and has been used by projects across USACE. The phrase "SCA interns" may bring to mind "water safety education." Interns do quite a bit of water safety education and outreach, but interns and work crews can accomplish a wide variety of work for USACE including GIS work, cultural resources surveys and curation, boundary line clearing and marking, maintenance, wildlife surveys and habitat enhancement, aquatic and invasive species monitoring, and more.

Getting a work order signed by a grants officer for an SCA intern can take from 3-4 months depending on workload, so it's important to start planning early, especially if you are considering summer interns for the 2024 recreation season. SCA has a nationwide applicant pool, but students often begin looking for summer positions early in the calendar year.



Photos: An SCA intern working at the welcome desk of Libby Dam. An SCA intern monitoring a purple martin nest box.

The first step in getting an intern is to determine what work you need the intern to do, when you want the intern at your project, and for how long; interns can work a period of performance from 12 weeks to 52 weeks. You will also need to determine allowances for lodging, transportation/daily commuting, and a weekly subsistence stipend. These often depend on local conditions; SCA recommends a minimum of \$250 a week for the subsistence stipend. You will need to decide whether you want to recruit locally or utilize SCA's nationwide recruiting pool. Once you've given those items some consideration, it's time to contact me to discuss specifics about your proposed work order and the process for transferring funds to Fort Worth. You will also need to send me a Statement of Objectives (SOO); I have plenty of examples that I can send you to steal shamelessly from, if needed.

Once the work order is signed by the Fort Worth grants officer, projects will work directly with SCA to recruit and onboard interns for their project. Having an SCA intern at your project can be a great way to accomplish some needed work or expand public outreach efforts. It can also be a great recruiting tool for that next generation of USACE NRM employees; many current USACE employees started out as SCA interns! ■



Blue Marsh Love Your Lake Event

Alexis Albu, Park Ranger, Blue Marsh, Philadelphia District

Blue Marsh Lake hosted the 3rd Annual "Love Your Lake" event for Lake Appreciation Month with local partners from the U.S. Coast Guard Auxiliary, PA Lake Management Society, Penn State Extension Master Watershed Stewards, Berks Nature, Tulpehocken Creek Watershed Association, Aqua Om Paddle, and Mount Pleasant Volunteer Fire Department.

On Friday July 21st, Blue Marsh Rangers and partners educated the public on several aspects of environmental education and outdoor recreation safety including watershed education, water safety, harmful algal blooms, aquatic invasive species prevention, native wildlife around the project, and paddle board demos. The event concluded with an evening/moonlight paddle.

During the event multiple bilingual speakers were present to enable further positive outreach and education for local underserved community members who attended. In total, 175-200 people attended this event. ■



Photo above: Getting ready for the moonlight paddle at Blue Marsh Lake.

(A great way to find out more about our outstanding partners and volunteers!)

We need your stories!

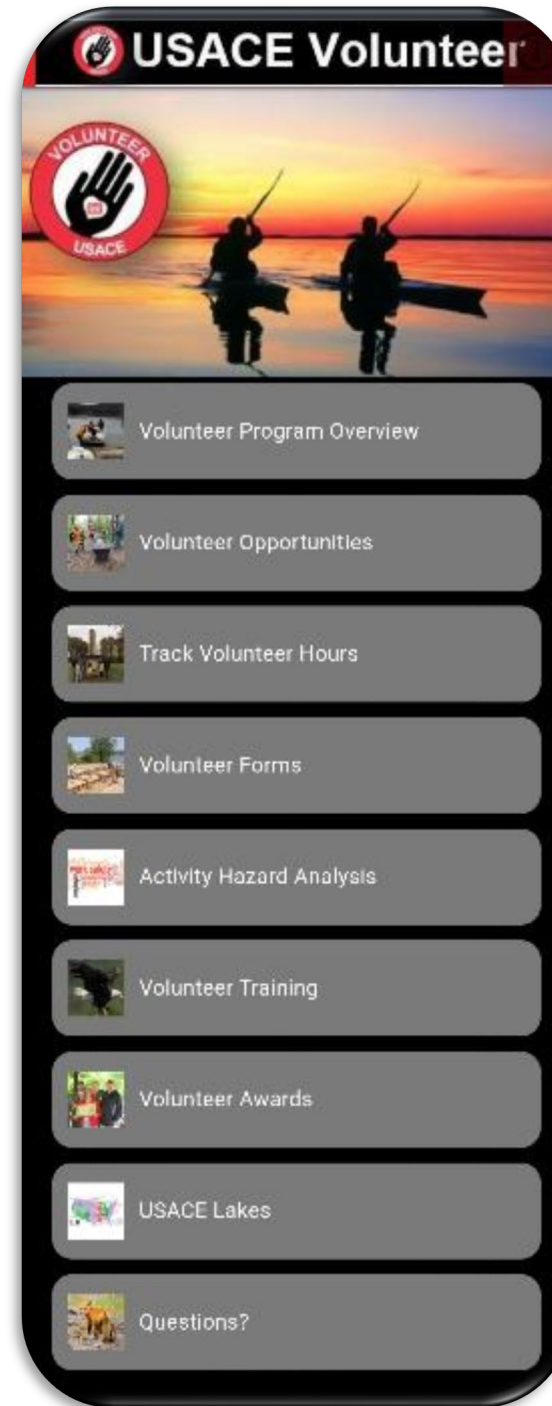


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Volunteer App

- App developed by Innovations and PAC Teams and university partners
- 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>




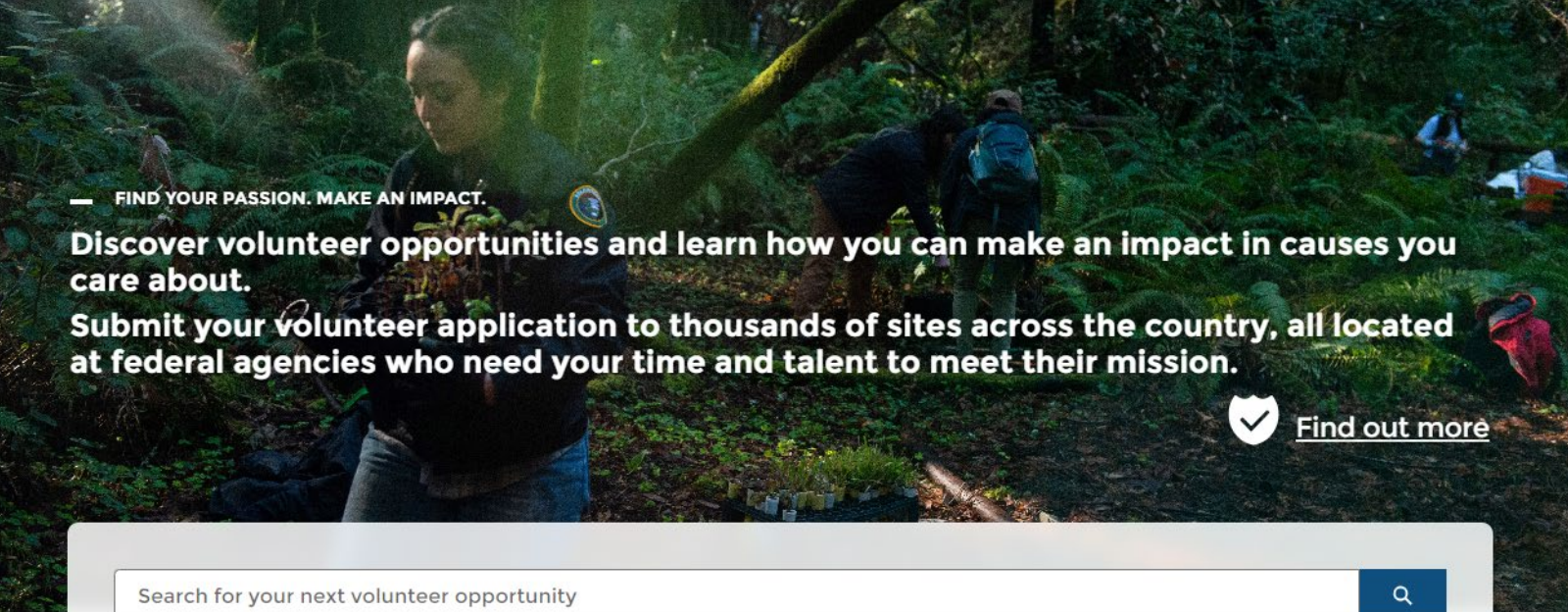


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Volunteer.gov Public Site



 [Home](#) [Discover Opportunities](#) [Help Center](#) [Log In or Sign Up](#)



FIND YOUR PASSION. MAKE AN IMPACT.
Discover volunteer opportunities and learn how you can make an impact in causes you care about.
Submit your volunteer application to thousands of sites across the country, all located at federal agencies who need your time and talent to meet their mission.

 [Find out more](#)

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

Latest Opportunities



National Park Service



Forest Service



Forest Service

Need a Volunteer - Posting Form (Nov 2023 version)

Send completed form to your district office volunteer coordinator

- **Volunteer Opportunity Name:**
- **Site Contact:**
- **Secondary Contact:**
- **Site:**

Opportunity Location

- **Virtual:** Can the volunteer job be done remotely? (Choose Yes or No.)
- **Address:** (Use address from the system, or manually input address)
 - If using a different address from your main project mailing address:
 - Street:
 - City:
 - State:
 - Zip:
 - Geolocation Latitude/Longitude:

Opportunity Date & Time

- **Start Date of the Opportunity:**
- **End Date of the Opportunity:** (Cannot exceed one year from the start date)
- **Opportunity Image 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
 - 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.

Recruitment

- **Unlisted Opportunity?** (Choose Yes or No). If an opportunity is marked as unlisted, it cannot be found via the search page. For unlisted opportunities, sharing the QR code/link is the only way for volunteers to view the opportunity page.
- **Recruitment Start Date/Time:** (List the specific date you want the volunteer opportunity posted on Volunteer.gov. Cannot be "ongoing" or "year round"):

- **Recruitment End Date/Time** (List the specific date you want the volunteer opportunity removed from Volunteer.gov. Cannot be "ongoing" or "year round"):

Opportunity Requirements

- **Opportunity Type:** Select either Event or Position
- **Number of Volunteers Needed:**
- **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
- **Special Groups** (Select/highlight all that apply)
 - Families
 - Groups
 - Kids
 - 55+
 - Teens
- **Activities:** (Select or highlight all that apply)
 - Archaeology
 - Backcountry/Wilderness
 - Botany
 - Campground/Site Host
 - Campground Maintenance



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Salesforce Volunteer.gov Admin Site

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Volunteer Manage...

Applications

Volunteer Opportunities

Accounts

Knowledge

Chatter

Reports

Dashboards

All Search Applications and more...



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]

	<input type="checkbox"/> 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 Assist...	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		



U.S. ARMY

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 :
 - Ten Hotline ads (up to 100 words) per year online. Runs for 2 weeks
 - Unlimited searches in Resume Database
 - Articles and videos
 - Online courses
 - 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

The screenshot shows the Workamper News website interface. At the top right, there are navigation links for LOGIN, JOIN, FAQ, CONTACT, and CART, along with a search bar and a GO button. Below this is a dark navigation bar with links for WORKAMPING, EMPLOYING, SHOP, ABOUT, and CONNECT. The main content area features a large red banner with the text "Register your free account today and begin your Workamping adventure!" and a "Click Here to Get Started" button. Below the banner is a featured image of an RV in a scenic landscape with the text "Tools for Every Step of the Way!g!". To the right of the image is a section titled "The #1 Resource for Workamping" with a welcome message and a paragraph about the site's history. At the bottom, there is a "FEATURED" section with a "US Army Corps of Engineers" logo and an "EMPLOYER" label. This section includes two columns of buttons: "I am an EMPLOYER" (with buttons for LOGIN, ADVERTISING, EMPLOYER FAQ, and HOW TO RECRUIT) and "I am a WORKAMPER" (with buttons for LOGIN, MEMBER TOOLS, WORKAMPER FAQ, and JOB RESOURCES). On the far right, there is a "Traveling Mailbox" advertisement for mail forwarding services, including a promotional code "Workamper10" for a 10% discount.



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





U.S. ARMY

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





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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.
 #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	
	Corporation	Title	Paid Volunteer Day	\$ Matching Program	Standard Grant Program	How it works
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>



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National MOU: Union Sportsmen's Alliance

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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>



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Volunteer Selection/Interviews

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- 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





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Interview Preparation

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- 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. _____



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Inappropriate/Illegal Volunteer Interview Questions



Subject	Illegal	Legal If Job Related
AGE	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.
CITIZENSHIP	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.
NATIONAL ORIGIN	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.
RACE/COLOR	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.
RELIGION	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.
SEX	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.



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MARITAL STATUS/FAMILY	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.
EDUCATION	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.
ORGANIZATIONAL AFFILIATION	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.
POLICE RECORD	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?
WORK SCHEDULE/ TRAVEL	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?
MILITARY DISCHARGE	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.
ECONOMIC STATUS	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.
PERSONAL PLANS	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.
MISCELLANEOUS	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





U.S. ARMY

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."



U.S. ARMY

Upcoming Volunteer Webinars / Important Dates

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- Feb 6, 10:00 – 11:00 Pacific/ 1:00 – 2:00 Eastern: Volunteer in-processing and paperwork
- Feb 8, 11:00 – 12:00 Pacific/ 2:00 – 3:00 Eastern: Volunteer orientation, training, supervision. Incidental expenses and reimbursements
- Feb 12, 9:00 – 10:00 Pacific/12:00 – 1:00 Eastern: Volunteer evaluations and awards. Entering volunteer data in CWBI
- Apr 21 – 27: 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.erdcdren.mil/employees/training.cfm?Id=partner&View=yes>

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

