

VOLUNTEER JOB DESIGN, RECRUITMENT AND SELECTION

Heather Burke
HQUSACE National Partnerships and
Volunteer Program Manager

11 February 2026



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of Engineers®

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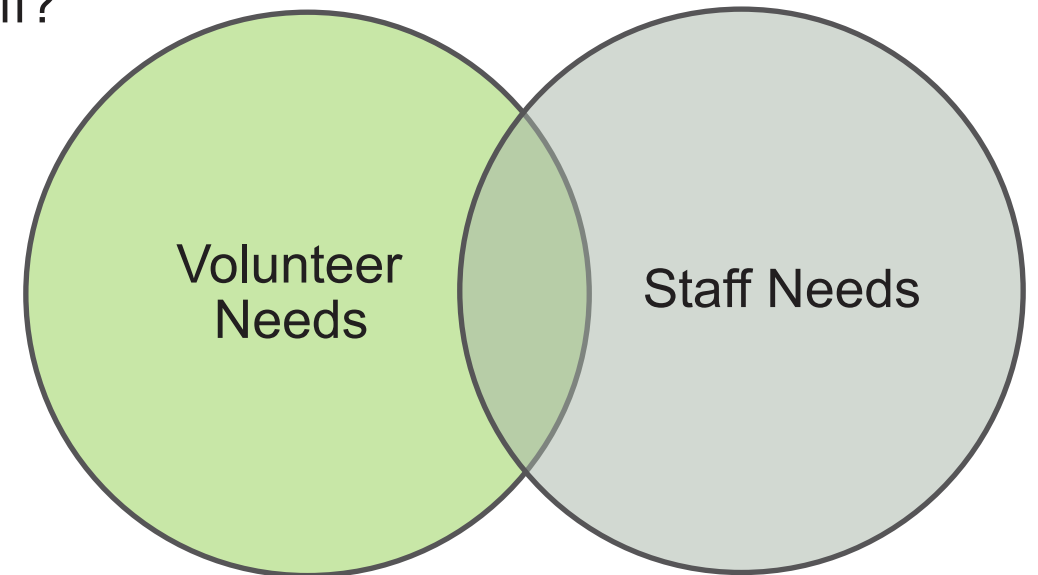


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Creating Strategic Volunteer Jobs

- 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

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- 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

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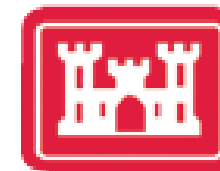
- Position descriptions should be clearly written and include all essential information.
- Clear understanding of what is expected by volunteer and staff
- Marketing tool for recruitment
- Guide for screening
- Basis for supervision and evaluation
- Contract between volunteer and USACE



★ **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
_____	_____	_____
_____	_____	_____



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Whitney Lake Park Host

U.S. Army Corps of Engineers - Whitney Lake

POSITION DETAIL QUICK LOOK:



Address

285 Corps Road 3602
Clifton, Texas 76634
31.863056, -97.369718



Type

On-Site Position



Dates

2/4/2025 - 2/3/2026



Point of Contact

Kathryn Devers
mary.k.devers@usace.army.mil



Secondary Point of Contact

Mikayla Patterson
mikayla.j.patterson@usace.army.mil
2546223332

Description

The primary function of a Park Host involves providing positive hospitality and customer service while courteously and professionally informing park guests, with stewardship of park facilities duties as assigned. Secondary functions include assisting in the upkeep of the park facilities and promoting safe and responsible use of USACE amenities. Hosts also provide valuable information on how to improve parks by maintaining open communication with the public and passing such information on to the Rangers

[Apply Now](#)



Category

Recreation Services

Visitor Protection



Dates

2/4/2025 - 2/3/2026



Required Days

Monday, Tuesday, Wednesday,
Thursday, Friday, Saturday, Sunday



Hours Available



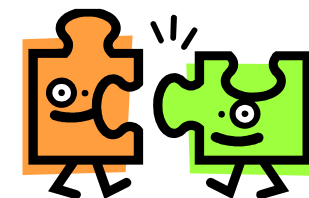
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Volunteer Recruitment

- 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





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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*)





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Recruitment Tools

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Volunteer Requirements

- ▶ US citizen or legal alien (permanent resident) or foreign exchange student with J-1, J-2, or F-1 student visa.
- ▶ 18 years or older, or children with written parental/guardian consent.
- ▶ May need special skills (Example: carpentry, GIS, computer skills, etc.), but it is not necessary.
- ▶ Background checks may be required.




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Get in Touch

 www.volunteer.gov



 volunteer.gov@usace.army.mil

 Find a USACE lake and river project near you by scanning the QR code.



  U.S. ARMY US Army Corps of Engineers®

Thank you for your interest in the U.S. Army Corps of Engineers volunteer program!



Volunteer Opportunities

  U.S. ARMY US Army Corps of Engineers®

Volunteer Brochures



What Can You Do?

The possibilities are endless! Take a look at a few examples of what our volunteers are doing.

Recreation

- ✓ Build and maintain trails
- ✓ Campground host
- ✓ Conduct interpretive programs
- ✓ Collect fees
- ✓ Water safety education
- ✓ Visitor Center host

Natural Resources

- ✓ Remove invasive species
- ✓ Plant native vegetation
- ✓ Build/install wildlife/fish habitat
- ✓ GIS/Mapping
- ✓ Litter pick up
- ✓ Shoreline restoration

Administration

- ✓ Create/update documents
- ✓ Photography
- ✓ Computer/database entry
- ✓ Assisting visitors/staff
- ✓ Janitorial services/inspections

About USACE

The U.S. Army Corps of Engineers (USACE) is one of the nation's leading federal providers of outdoor recreation with more than 400 lakes and river projects in 43 states, with 269 million visitors annually.

USACE protects and manages more than 12 million acres of public lands and waters.

In addition to recreation, other USACE missions include navigation, flood risk management, hydropower, regulatory, environmental restoration, and military programs.

Why Choose USACE?

- ▶ Meet new people
- ▶ Explore and live in new places
- ▶ Enjoy free camping
- ▶ Earn an America the Beautiful Volunteer Pass for 250 hours of service
- ▶ Earn college credits
- ▶ Community service



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



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US Army Corps
of Engineers®

» GET IN TOUCH



www.volunteer.gov

volunteer.gov@usace.army.mil

Find a USACE lake and river project near you by scanning the QR code below.



Volunteer Opportunities

Thank you for your interest in the U.S. Army Corps of Engineers (USACE) volunteer program! Use this brochure to learn more information about volunteering with us.



» VOLUNTEER REQUIREMENTS

- ▶ US citizen or legal alien (permanent resident) or foreign exchange student with J-1, J-2, or F-1 student visa.
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» WHY CHOOSE USACE?

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VOLUNTEER OPPORTUNITIES

Let's Join Together and Make a Difference!

Volunteering with the U.S. Army Corps of Engineers

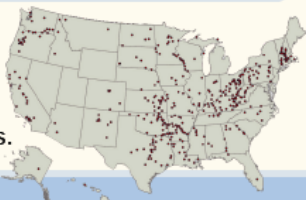
We invite you to connect with a vast network of U.S. Army Corps of Engineers (USACE) volunteers around the country, where you will play an invaluable role in helping maintain natural resources and provide high quality recreation opportunities.

What Are Volunteers Doing?

- ▶ Trail Maintenance
- ▶ Educational Programs
- ▶ Campground Host
- ▶ GIS/Mapping
- ▶ Improving Fish/Wildlife Habitat

Where Can You Volunteer?

USACE lakes and river projects are located throughout the United States. More information about USACE lakes can be found at www.corpslakes.us.



www.volunteer.gov volunteer.gov@usace.army.mil



Why Volunteer?

Community

Meet lots of great people and make lifelong friends along the way.

Travel

Travel across the U.S. experiencing a variety of landscapes and sights.

Free Camping

Earn a free campsite and immerse yourself in new places.



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- ▶ Public Outreach
- ▶ GIS/Mapping
- ▶ Campground Host
- ▶ Trail Maintenance



JOIN US NOW!



www.volunteer.gov



volunteer.gov@usace.army.mil



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**Resources:
Volunteer
Posters
(4 options)**

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



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VOLUNTEER OPPORTUNITIES

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Campground Host ◀ Trail Maintenance ◀



JOIN US NOW!



www.volunteer.gov



volunteer.gov@usace.army.mil





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Volunteer Week Spotlights



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

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



National Volunteer Week APRIL 20-26, 2025



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US Army Corps of Engineers

National Volunteer Week ROBERT AND TERESA SHERILL

Southwestern Division

Robert and Teresa Sherill actively volunteered at Gentry Creek Park at Eufaula Lake in Oklahoma, focusing on maintaining campground safety and cleanliness. Their major duties included enhancing visitor experiences and supporting park management through daily patrols. By establishing effective communication with park rangers, they provided vital updates on campground conditions and camper needs. Their contributions significantly improved the park's overall condition and visitor satisfaction, creating a welcoming environment for the community.

The Sherrills have also played a pivotal role in fostering collaboration and building partnerships particularly during the annual Eufaula Lake Fishing Fling. By engaging local schools, the Sherrills provided a memorable experience for elementary students, introducing many to fishing for the first time. Their hands-on approach to teaching essential outdoor skills—such as fish identification, tracking, and knot tying—created an enriching environment that encouraged participation and learning.



safety

maintaining
campground
safety and
cleanliness



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



National Volunteer Week

PAULA WALLER

Paula Waller has made an extraordinary impact on the community around Conchas Lake in New Mexico by single-handedly tackling litter control around the lake. With unwavering dedication, she walks the shoreline regularly, picking up trash and ensuring that the area remains clean and inviting for all. Her commitment goes beyond mere cleanup; she takes pride in preserving the beauty of the natural environment. What truly sets her apart is her proactive approach and passion for the cause. Spending countless hours each week, Paula not only enhances the lake's aesthetics but also inspires others to care for their surroundings. Her efforts have transformed the area into a cleaner, healthier habitat for wildlife and a more enjoyable space for visitors. Through her hard work and determination, Paula exemplifies the spirit of community service, making her a remarkable role model for us all. We are incredibly grateful for her selfless dedication to keeping our lake beautiful.



litter
control

provides a clean
and beautiful
lake for visitors



THANKYOU

To all of our
volunteers in the
South Pacific Division!



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



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Rend Lake Volunteer Program

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<https://youtu.be/SfNYbr90HwU?si=CSZQF96byEUwbX21>



Partnership Newsletter:

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Partnership Continued

This partnership bridges the gap between the Federal Government and Tribal communities, promoting greater understanding and respect. Collaborative efforts include plans to expand interpretive signage that highlights Tribal history and culture, as well as coordinated water management practices to support the wild rice beds found on Tribal lands around Leech Lake and downstream rivers.

Leech Lake Recreation Area staff remain dedicated to growing this partnership by increasing interpretive displays, enhancing involvement in Tribal events, hosting more activities on USACE lands, and deepening collaborative planning efforts.



Tribal youth participate in an Earth Day event.

Lake Mendocino Volunteer Camp Host

Sadie Parker, Administrative Officer, Lake Mendocino, SPN

This summer, the Lake Mendocino team welcomed volunteer camp host Mike Monroe, whose arrival brought much-needed support to the busy campground season. A recent retiree with a strong background in volunteer service with both USACE and the National Park Service, Mike joined the team midsummer with his two enthusiastic travel companions—Sparky and Sadie, his energetic dogs. Now embracing life on the road, Mike enjoys exploring new places, taking in breathtaking landscapes, and connecting with people from all walks of life.

His presence at Lake Mendocino couldn't have come at a better time. With only one park ranger on staff to handle the high demand of the summer season, Mike quickly became an invaluable part of the operation. Serving as the "eyes and ears" of the campground, he took initiative in assisting visitors, maintaining a helpful presence, and communicating important updates.

Mike's dedication, proactive spirit, and willingness to go above and beyond have made a significant difference. The team is deeply grateful for his service—and proud to have him as part of the Lake Mendocino family.



Volunteer Mike Monroe

Volunteer.gov Improvement: Team Member Portal

Volunteer coordinators at the project level are now able to access the Salesforce administrative website for Volunteer.gov as "Team Members." Team Members will be able to perform most of the administrative functions that a licensed District volunteer coordinator can do, with the exception of creating and posting new opportunities.

Functions accessible to Team Members include accessing applications and updating their status, onboarding new volunteers, and electronically signing OF301a Volunteer Service Agreement forms online. If you're a project level volunteer coordinator and would like access, reach out to your District Volunteer Coordinator to submit your request.



Friends of Reservoirs Grants

Two USACE projects were selected for funding from the Bass Pro Shops Outdoor Fund—Beyond the Pond grant program.

- Beaver Lake-Fishing access improvement will take place at Hickory Creek Park on Beaver Lake and plans are to construct a fish cleaning station at this heavily used lake access.
- Woodcock Creek Lake-This project will create an access road for the installation of over 200 Reef Balls on the west side of the lake. The Reef Balls will provide long lasting and high quality aquatic habitat at the lake, which is lacking due to winter draw downs. The reef balls will be supplemented with trees and other brush periodically to improve all types of habitat for aquatic organisms.

A complete article regarding the Bass Pro Shops Outdoor Fund is provided by Friends of Reservoirs at the link below.

<https://www.friendsofreservoirs.org/grants/national-fish-habitat-partnership-funds-five-additional-reservoir-priority-projects-through-bass-pro-shops-outdoor-fund/>
utm_source=mailpoet&utm_medium=email&utm_source_platform=mailpoet&utm_campaign=friends-of-reservoirs-news-newsletterposttitle-62

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

We need your stories!



BRIDGING THE GAP

Volume 9

Issue 2

September 2025

Leave No Trace Spotlight Event at John H. Kerr Reservoir

Cassie Cross, Natural Resources Specialist, John H. Kerr Reservoir, SAW



John H. Kerr Reservoir was honored as a 2025 Leave No Trace Spotlight (LNT) site – an initiative that brings together land managers, partners, and communities to promote a shared commitment to outdoor stewardship and responsible recreation. In partnership with LNT and the Southern Piedmont Master Naturalist Chapter, a 3-day Spotlight event was held from May 15–17, 2025. The event featured educational workshops, community outreach activities, and a volunteer stewardship project, all centered around Leave No Trace principles and preserving the natural beauty of public lands.

More than 75 people attended the various events, with many more exposed to LNT principles and outdoor ethics. The workshops offered valuable tools and guidance to help visitors enjoy the outdoors responsibly, ensuring these spaces remain healthy and accessible for future generations. The team at John H. Kerr Reservoir is grateful to partner organizations Leave No Trace and Southern Piedmont Master Naturalist Chapter for their dedication and months of preparation in making this Spotlight a success.



Left to Right: Participants learn LNT principles in an educational workshop; LNT Spotlight community outreach.

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 information for future editions, contact your PAC representative.

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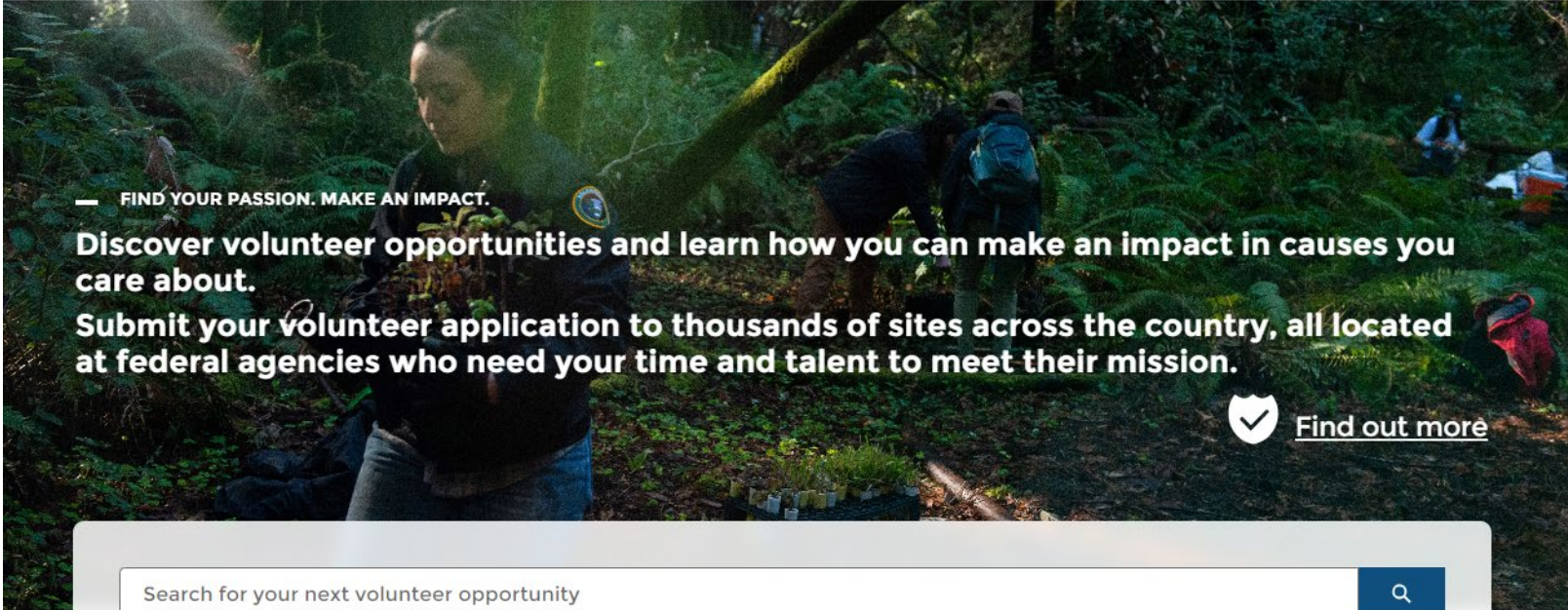
District volunteer coordinators have volunteer.gov Salesforce accounts to post opportunities and forward applications to project volunteer coordinators.

Volunteer.gov Public Site

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[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](#)

[Q](#)

Latest Opportunities



National Park Service



Forest Service



Forest Service



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Volunteer.gov Administrator Site



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

Project volunteer coordinators can be granted access as “Team Members” in the Team Member Portal

Volunteer Opportunities										
USACE opportunities- Active Only										
50+ items • Sorted by Owner Last Name • Filtered by All volunteer opportunities • Status, Agency • Updated a few seconds ago										
☐	Volunteer Opportunity Name	Recruitment End Date...	Site	State/Province	Status	Site Contact	Owner L...	# of ...	# of ...	
1	☐ Leech Lake Grounds Maintenance Volunteer	3/30/2024 9:45 PM	Leech Lake	Minnesota	Recruitment Active	Matt Buchacker	Baker	0	0	
2	☐ Gull Lake Recreation Area Volunteer Spring 2024	1/7/2024 9:45 PM	Gull Lake	Minnesota	Recruitment Active	Nicole L Baker	Baker	0	0	
3	☐ Gull Lake Recreation Area Volunteer Summer 2024	1/7/2024 9:45 PM	Gull Lake	Minnesota	Recruitment Active	Nicole L Baker	Baker	0	0	
4	☐ Gull Lake Recreation Area Volunteer Fall 2024	1/7/2024 9:45 PM	Gull Lake	Minnesota	Recruitment Active	Nicole L Baker	Baker	3	0	
5	☐ Leech Lake Recreation Area Volunteer 2024	3/30/2024 9:45 PM	Leech Lake	Minnesota	Recruitment Active	Matt Buchacker	Baker	0	0	
6	☐ General Volunteer (couple)	7/1/2024 10:00 AM	Hillsdale Lake	Kansas	Recruitment Active	Jim Bell	Bean	0	0	
7	☐ Pittsburg/Bolivar Landing Parks - Park Host & Maintenance	5/24/2024 10:00 AM	Pomme De Terre Lake	Missouri	Recruitment Active	Kevin Hedgpath	Bean	2	0	
8	☐ Saylorville Lake - Campground Booth Attendant	3/31/2024 10:00 PM	Saylorville Lake	Iowa	Recruitment Active	Andrew Jones	Borah	4	0	
9	☐ Seasonal Campground Volunteer - Custodial	4/18/2024 10:00 AM	Lake Red Rock	Iowa	Recruitment Active	Jessica Heath	Borah	1	0	
10	☐ Mississippi River Project Pool 16-22-Clark's Ferry Custodial Volunteer	9/1/2024 10:00 AM	Mississippi River - Pools 11-22	Iowa	Recruitment Active	Abby Garvis	Borah	1	0	
11	☐ Beach Watch Safety Volunteer, Philpott Lake	9/30/2024 9:00 AM	Philpott Lake	Virginia	Recruitment Active	Brandon Turner	Boyette	0	0	
12	☐ Visitor Center Volunteers, Philpott Lake	12/31/2024 9:00 AM	Philpott Lake	Virginia	Recruitment Active	Brandon Turner	Boyette	8	0	
13	☐ Trail Maintenance / Park Beautification, Philpott Lake	10/1/2024 9:00 AM	Philpott Lake	Virginia	Recruitment Active	Brandon Turner	Boyette	4	0	
14	☐ Campground Host/ Park Maintenance	12/31/2023 10:00 AM	Marion Reservoir	Kansas	Recruitment Active	Aaron Springer	Broomhall	23	0	
15	☐ BWT Demopolis - Park Host (Cleaning)	12/31/2024 9:00 AM	Black Warrior and Tombigbee Rivers	Alabama	Recruitment Active	Abigail Ricketson	Gunter	51	3	
16	☐ Carters Lake - Woodring Campground	4/15/2024 10:00 AM	Carters Lake	Georgia	Recruitment Active	Randy Flint	Gunter	5	0	
17	☐ Carters Lake - Doll Mountain Campground Host	4/15/2024 10:00 AM	Carters Lake	Georgia	Recruitment Active	Randy Flint	Gunter	10	0	
18	☐ Carters Lake - General Volunteer	12/31/2023 10:00 AM	Carters Lake	Georgia	Recruitment Active	Randy Flint	Gunter	15	0	
19	☐ Allatoona - Cooper's Furnace	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	0	0	
20	☐ Allatoona - Victoria Day Use	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	3	0	
21	☐ Allatoona - Sweetwater Day Use	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	1	0	
22	☐ Allatoona - Tanyard Creek Boat Ramp	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	2	0	
23	☐ Albeni Falls Dam Camp Host	9/15/2024 12:00 PM	Albeni Falls Dam and Lake Pend Orielle	Idaho	Recruitment Active	Sam Zook	Kern	19	0	
24	☐ Holmes Bend Campground Work Volunteers	6/7/2024 9:00 AM	Green River Lake	Kentucky	Recruitment Active	Andrea Davis	Kilpatrick	0	0	
25	☐ Smith Ridge or Pike Ridge Campgrounds Work Volunteers	6/7/2024 9:00 AM	Green River Lake	Kentucky	Recruitment Active	Andrea Davis	Kilpatrick	0	0	
26	☐ Smith Ridge Campground Volunteer Campground Attendants	6/12/2024 9:00 AM	Green River Lake	Kentucky	Recruitment Active	Andrea Davis	Kilpatrick	1	0	

I Need a Volunteer - Posting Form (October 2025 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.erdc.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.

If you have a photo you'd like to use but it is not on any of the above approved sites, you can submit it to be added to the Corps Lakes page by clicking on the link at the top of the page "[Corps Lakes Gateway](#)" > [Corps Photo Album](#) - [How to get photos added?](#) and follow the instructions.

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.

- **Status:** Select from the options – Draft, Recruitment Scheduled, Recruitment Active, Post-Recruitment, Cancelled, Closed
- **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+

NOTE: All the required information to create a new opportunity is listed in the "I Need a Volunteer" Posting Form. Project VCs complete this form and provide to their District VC to post.

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





U.S. ARMY

Volunteer.gov Team Members

23



For Team Member accounts, complete the form and provide to your District Volunteer Coordinator to submit using the steps on the User Management tab.



Volunteer Manage...

Home

Volunteer Opportunities

Team Member Access

Applications

Volunteers

Time Tracking

Knowledge

Chatter

Dashboards

Reporting

Generated Reports

KPI

Files

User Management



User Management

New User Request

Account Change

Active Accounts

New User Request Form

Visit this [knowledge article](#) for more information and access to the new User Account Request form.

* = Required Information

* Request Type

Volunteer Coordinator

Approver

* Supervisor Last Name

* Supervisor First Name

* Supervisor Email

Site Information

* Agency

U.S. Army Corps of Engineers

* Primary Site

Select an Option

Secondary Sites

Sites available to select

Abiquiu Lake

Alabama River Lakes

Alamo Dam

Selected sites

General Information

* Last Name

* First Name

Middle Name

* Email

* Employee Type

Select an Option

* Time Zone

(GMT-05:00) Eastern Standard Time (America/New_York)

Submit



U.S. ARMY

Setting up a New Team Member

New process beginning 12 Feb:

- Project volunteer coordinator fills out New User Request Form to be a Team Member
- District volunteer coordinator enters information from New User Request Form on the User Management page
- VC supervisor receives email requesting them to click a link to approve



New User Request Form

To request a new Volunteer.gov District Volunteer Coordinator account, please submit the following information to Heather Burke.

To request a new Volunteer.gov Project Level Team Member account, please submit the following information to your District Volunteer Coordinator for your project.

Approver

- Supervisor Last Name:
- Supervisor First Name:
- Supervisor Email:

Site Information

- Primary Site:
- Secondary Sites:

New User Information

- Last Name:
- First Name:
- Middle Name:
- Email:
- Employee Type: (Select one)
 - Federal Employee
 - Non-Federal Employee (Partner, Intern, etc.)



U.S. ARMY

Workamper News

25



- 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

Workamper News Est. 1987

Home Jobs ▾ About ▾ FAQ Contact [Join](#) [Login](#)

The **#1 Job Site** To Find Workamping Jobs

For over 38 years, we've helped more than 289,000+ RVers find legitimate Workamping jobs across the country.

Join the movement!

[Become a Workamper](#) [Hire a Workamper](#)

Awesome Companies Hiring Workampers Right Now



Volunteer Contact Information

Dworshak

1842 Viewpoint Rd
Ahsahka, ID 83520
208-476-1255

Ice Harbor & Lower Monumental

2339 Monument Drive
Burbank, WA 99323
509-547-2048

Lower Granite & Little Goose

100 Fair Street
Clarkston, WA 99403
509-843-2214

Lucky Peak

9723 East Highway 21
Boise, Idaho 83716-9393
208-343-0671

Mill Creek

3211 Reservoir Road
Walla Walla, WA 99362-8400
509-527-7160

McNary

82790 Devore Rd
Umatilla, OR 97882
541-922-2268

Volunteers in Action



Volunteer Resources

[Volunteer.Gov](#)
[Volunteer Factsheet](#)
[Volunteer Stories](#)
[National Public Lands Day](#)
[Outdoor Recreation Roundtable](#)
[Corps Lakes on the Go](#)
[Volunteer Message](#)
[USACE Mission Video 2021](#)

Volunteering with the Walla Walla District

Do you want to make a difference?

Volunteers are essential to helping USACE complete its missions and manage public lands.

We welcome volunteers of all ages and abilities. Working alone or with a group, our volunteers enjoy work that matches their interests and schedules. Some volunteers serve part-time and others enjoy a seasonal or full-time position. The important thing to remember is that even a few hours a month can make a big difference. Volunteering can offer a valuable experience and lifelong memories.

NWW Volunteer Website



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Volunteer Flyers

27



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





U.S. ARMY

Other Recruitment Options

- Television interviews
- Newspaper articles
- Nextdoor app
- Rec.gov reservation history
- Radio PSAs
- **Word of mouth**
- Social media



Rend Lake Project Office/ Visitor Center

January 23 at 9:00 AM · 🌐

Are you looking for fun and rewarding volunteer opportunities? The Rend Lake Volunteer Program is currently recruiting enthusiastic, dependable volunteers to fill several positions. Visit <https://www.volunteer.gov/s/global-search/rend%20lake> to view our volunteer opportunities and to apply. For more information, call the Rend Lake Project Office at 618-724-2493.



Tuttle Creek Lake, U.S. Army Corps of Engineers · Follow

3d · 🌐

Wanted Volunteer Campground Hosts at Tuttle Creek Lake:

We are searching for that special person or couple that has their own camper and would like to be part of our team for the 2025 season. If you are interested, please contact Angelia at 816-389-3167 at the Tuttle Creek Lake Corps of Engineers office Monday-Friday 7:30am-4:30pm for more details.

28



WANTED



VOLUNTEERS

BY TUTTLE CREEK LAKE
US ARMY CORPS OF ENGINEERS

REWARD

PERSONAL SATISFACTION, MAKING A DIFFERENCE, MEETING NEW PEOPLE,
AND COUNTLESS MEMORIES.

LOOKING FOR CAMPGROUND HOST/ CUSTODIAL
VOLUNTEERS

FOR INFORMATION: ANGELIA LENTZ 785-539-8511



US Army Corps
of Engineers



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Corporate Social Responsibility

29



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 Album](#)
- [Volunteer Pass Pro](#)
- [Volunteer Program](#)



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

File Home Insert Page Layout Formulas Data Review View Help Acrobat

B106   

	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



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Volunteer Opportunity: Union Sportsmen's Alliance



Hood Park fishing platform



- MOU 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 Union member volunteers:
 - Electrical workers
 - Plumbers, welders and service techs
 - Machinists
 - Sheet metal workers
 - Painters
 - Roofers
 - Bricklayers
 - Iron workers
 - Carpenters
- <http://unionsportsmen.org/>



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Volunteer Opportunity: Leave No Trace Spotlights

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- Areas suffering from severe human-related impacts can receive assistance from LNT to correct the issue
- Sites receive 3 days of activation by the Subaru/Leave No Trace Traveling Teams that can include service projects, staff and community training, community outreach, and youth programs
- 2022: Summersville selected
- 2024: Beaver, Rend, Hodges Village, Skiatook/Keystone
- 2025: Riverlands, Jennings Randolph, Bonneville, JH Kerr

SUMMERSVILLE LAKE

West Virginia



Problem:

As West Virginia's largest lake, Summersville Lake boasts ample recreation opportunities including boating, fishing, swimming, water-skiing, picnicking, hunting, biking and more. As a popular recreation destination with over 600,000 visitors each year, impacts have been increasing. Litter from picnickers, anglers, and partiers washes up all around the lake. Social trails beneath popular climbing routes and undesignated campsites on remote beaches have caused harmful erosion, and improper disposal of human waste in these areas presents a real threat to water quality.

Solution:

Throughout the Hot Spot activation, Leave No Trace had the opportunity to collaborate with the Army Corps of Engineers and various other stakeholders in the area including Active Southern West Virginia and the Access Fund. The implementation of Leave No Trace through further staff and volunteer training, bolstering of site-specific minimum impact messaging, and expanding interpretive programming opportunities will help to empower visitors to become stewards of the lake. Leave No Trace provides an accessible framework for the Army Corps to utilize, ultimately helping to ease the strain on agency resources.



137
People
Educated



24
Volunteer Hours



30 lbs
of Trash Removed

HOT SPOT REPORT 2022





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Volunteer Selection/Interviews

32



- 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

33



- 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.





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Interview Opening/Body/Closing

34



- 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.





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Core Questions

35



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

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| 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.                                                                                                                                                                                                                                                                        |



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|                                   |                                                                                                                                                                                                                |                                                                                                                                                                                                                                                       |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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





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# 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?





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# 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."



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# Upcoming Volunteer Webinars / Important Dates

- Feb 13, 9:00 – 10:00 Pacific/ 12:00 – 1:00 Eastern: Volunteer in-processing and paperwork
- Mar 3, 11:00 – 12:00 Pacific/ 2:00 – 3:00 Eastern: Volunteer orientation, training, supervision. Incidental expenses and reimbursements
- Mar 5, 8:30 – 9:30 Pacific/ 11:30 – 12:30 Eastern: Volunteer evaluations and awards. Entering volunteer data in CWBI
- Apr 19 – 25: 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>