



**US Army Corps
of Engineers®**
Sacramento District

Beautiful Lake Kaweah



Volunteer Handbook

July 2011

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I. Introduction

This volunteer handbook was created to assist Park Rangers and staff with the management of volunteers at their projects. I would like to acknowledge Dorie Murphy, Work Development Specialist of the Fort Worth District for providing the framework for this volunteer handbook.

As such, volunteers play a vital role for the U.S. Army Corps of Engineers. As a Volunteer, you are a part of a team that includes Management, Administration, Park Rangers, Maintenance Staff, Service Contractors and volunteers. This team works together to conserve our national recreation resources and keep these valuable areas available to the public. In many cases, Volunteers are the first contact the public has with the U.S. Army Corps of Engineers; therefore, appearance, conduct, and actions reflect not only on you, but define Beautiful Lake Kaweah and the Corps as a whole.

The primary functions of a Volunteer are providing hospitality and customer service to lake guests, assisting in the upkeep of lake facilities, and promoting safe and responsible use of Corps of Engineer amenities. Additionally, Volunteers provide valuable information on how to improve our lake by maintaining open communication with Rangers and pass on ideas for improvement gathered during daily contact with visitors.

The following handbook will enable you, our Volunteer, to fulfill your responsibilities efficiently, effectively, professionally, and safely. Review the handbook frequently and don't hesitate to seek guidance from the Volunteer Coordinator or your work leader.

II. Safety Policy

It is the policy of U.S. Army Corps at Lake Kaweah that every volunteer is entitled to work under the safest possible conditions consistent with the rules and regulations within EM 385-1-1 and 29 CFR 1910. Personnel from Beautiful Lake Kaweah are committed to providing a safe and healthy workplace for all its volunteers. To this end, every reasonable effort will be made in the interest of accident prevention and health preservation.

This volunteer handbook has been produced for the purpose of providing new and existing volunteers with a brief description of Beautiful Lake Kaweah rules, regulations and guidelines. As with any procedural document, it cannot anticipate every conceivable question that might be raised nor is it intended to answer all questions. A universal Activity Hazard Analysis (AHA) has been provided to you in the appendices (Appendix E) to identify and mitigate potential hazards with regard to routine volunteer duties. When you are tasked with an extraordinary work project, a more specific AHA will be provided to you.

Beautiful Lake Kaweah staff will endeavor to maintain a safe and healthy workplace for their volunteers. We will provide training, safe working equipment, necessary personal protective equipment, and in the case of injury, the best first aid and medical services available.

Beautiful Lake Kaweah staff will use all practical means to provide its volunteers with up to date safety and health information. This information shall include, but is not limited to:

- safety and health policies;
- safety and health rules and regulations; and
- new work procedures

Injuries are always costly to volunteers and often significantly change their future. They are also costly to the Corps, both directly and indirectly. It is the policy of the Corps that industrial accidents shall be significantly reduced or eliminated with the use of every reasonable mechanical safety precaution and by the aggressive promotion of safe work practices. It is our belief that accidents that injure people, damage machinery and destroy materials are unnecessary and preventable. These accidents create needless personal suffering and expense, and using common sense precautions can prevent many accidents.

Due to the varied nature of the work, we must “formalize” our volunteer program, using written reports and records. This will allow the Corps to achieve the maximum use and effectiveness of accident prevention information.

The overall effectiveness of the Volunteer Program is the responsibility of the Volunteer Coordinator. His/her duties include the review and analysis of daily activities, training, and the communication of pertinent information to all personnel.

The responsibility for safety at Beautiful Lake Kaweah remains with the supervisor of the volunteer. His/her duties include the review of all daily activities. He/she is also responsible for distributing safety information to all employees and seeing that all work rules are adhered to. When necessary, he/she will advise volunteers of physical changes and/or changes in safety requirements.

Each volunteer plays an important part in preventing accidents and is expected to cooperate fully in the measures taken for safety.

Throughout the performance of a volunteer’s duties, each volunteer is expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of the volunteer’s work. Ideal, safe and efficient operations are reached only when all volunteers are keenly alert and safety conscious.

Recognizing that regular preventative maintenance is an important part of completing Corps missions, Beautiful Lake Kaweah personnel will develop and conduct preventative maintenance for all appropriate machinery, tools, vehicles, and other equipment.

Specific responsibilities of the Volunteer Coordinator, Visitor’s Center Manager, Campground Manager, Senior Park Ranger, Park Manager, Volunteers and other staff are outlined in the following pages.

Beautiful Lake Kaweah personnel have instituted a formal Volunteer Program which, with your help, will succeed in providing a safe, healthy, and pleasant working environment while completing the mission of the Corps of Engineers at Lake Kaweah. If there are suggestions that any volunteer might have to better improve this document, it should be brought to the attention of the Volunteer Coordinator and/or their immediate supervisor.

III. Summary of Volunteer Positions

The following is a summary of volunteer positions available at Beautiful Lake Kaweah (please see Appendix A-D for full volunteer job descriptions):

Campground Host

Volunteer Campground Hosts (Ambassadors) play vital role for the U.S. Army Corps of Engineers. As a Campground Host you are part of a team that includes Management, Administration, Park Rangers, Maintenance Staff and Service Contractors. This team works together to conserve our national recreation resources and keep these valuable areas available to the public. In many cases, Campground Hosts are the first contact the public has with the U.S. Army Corps of Engineers.

Campground hosts are expected to ensure park entrance gates open in the morning and secure gates at night. Conduct periodic walkthroughs of park, greeting public and answering questions. Bonding of the Campground Host may be required in order for them to perform fee collection within the campground and remit camping fees to Nation Recreation Reservation Service (NRRS) via computer. Some computer and cash register experience may be needed in order to perform NRRS operations. Campground hosts do not enforce park regulations; however, they are expected to be the eyes and ears of the park rangers and are expected to assist rangers and visitors during emergencies. During the winter months, weekday visitation is low with moderate use during the weekend. Work min 20 hours/week and live in natural outdoor setting, with your own RV.

Visitors Center Volunteer

Visitors Center volunteers play a vital role for the U.S. Army Corps of Engineers. As a Visitors Center volunteer you are part of a team that includes other volunteers, Service Contractors, Park Rangers, Maintenance Staff, Management, Administration and Sequoia National History Association staff. The Visitors Center volunteer will provide assistance in the Kaweah Heritage Visitor Center greeting the public, answering questions about the visitor center and local area, answering phones, make sales in the Sequoia Natural History Association bookstore, stock the brochure rack and use the cash register and fax/copy machine as needed. Volunteer should be comfortable speaking to the public, outgoing, energetic, professional, and enjoy meeting new people.

Site Host and Maintenance Volunteer

Site Hosts and Maintenance volunteers play a vital role for the U.S. Army Corps of Engineers. As a Site Host and Maintenance Volunteer you are part of a team that includes other volunteers, Service Contractors, Park Rangers, Maintenance Staff, Management and Administration. This team works together to conserve our national recreation resources and keep these valuable areas available to the public. Site Hosts are responsible for the upkeep and repair of park facilities such as: restrooms, 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. Work a minimum of 20 hours a week and live in natural outdoor setting with your own RV. Foster teamwork by participating in group workdays and other special events and activities.

Administrative Support - Volunteer

The Administrative Support Volunteer plays a vital role for the U.S. Army Corps of Engineers. The primary duty of the Office/Administration Volunteer is to assist the Rangers and administrative staff in the Lake Kaweah Headquarters office. Specific duties include:

- Assisting with document preparation and filing; this may include brochures, program plans, spreadsheets, and the like.
- If bonded, would assist with counting receipts from the “iron rangers” located in the Security Room.
- Assisting the Interpretive Ranger with presentations, as available.
- Assisting with other duties as available and scheduled.

II. Appearance

A. Personal Appearance

1. While on duty, it is required that Volunteers dress in a clean, neat, and appropriate fashion.
 - a. You must wear the provided Volunteer shirt or vest and nametag with the appropriate Volunteer hat while on duty. When working with the public, shorts and sandals (except for flip-flops) are acceptable, but should project a professional image. (For example, seamed, tailored denim shorts are fine, but cut-off jeans are not.) All clothing should be clean, well-fitted, and free of wrinkles. When doing maintenance tasks and other manual labor you should wear safety-toed boots meeting the ASTM F2412 and F2413 standards and long pants to protect you from scratches bites and other hazards. If you need a new shirt at any time, contact the Volunteer Coordinator.
 - b. Hair, including facial hair, should be kept neat, well-groomed and clean. Fingernails should also be clean and clipped.
 - c. If you smoke outside, do so in a discreet manner away from visitors. Smoking is not permitted in any government vehicle or building or within 20 feet of any government building.

B. Volunteer Campsite

1. A Volunteer’s campsite should serve as a model site for other campers. All rules should be closely followed.

- a. All pets will be confined to the Volunteer's trailer, crate or on a leash not longer than 6 feet in length. Dog pens, other than a standard crate, will not be allowed.
- b. No clotheslines or outdoor drying of laundry will be permitted. No washers, dryers, deep freezers, or excessive personal items will be permitted outside the Volunteer's trailer (unless kept inside a provided shed at your site).
- c. Alterations to any Volunteer campsite without permission will not be permitted. Volunteer campsites should be kept in a manner that is consistent with natural surroundings.

III. Communications

A. General Communications

1. A positive and respectful attitude in every contact will go a long way in insuring that good communication takes place and ultimately will assist in resolving any problems. Address using their name whenever possible ("excuse me" is another good way to politely get someone's attention). Always introduce yourself using your name and role in the organization ("Hello, My name is ____ I am a Volunteer and stopped by to day to welcome you to the park" Etc.) These principles apply to the public, other volunteers, contractors and Corps employees.
2. Remember, you are only to inform, not enforce. If you speak with a visitor that is in violation of the rules, inform them once. If they do not comply, report the problems to the duty ranger.
3. Never use profanity in the presence of others or where you might be overheard by others.

B. Relaying Problems

1. All non-emergency questions and concerns with regard to the recreation facilities should be directed to the Campground Manager, Visitors Center Manager or duty Ranger. If questions arise that are specific to reservations or the location of pay stations, volunteers can address those specific questions.
2. Be specific but concise when relaying information. For example, "The campers on site 46 have not been keeping their dog on a leash even after we informed them of the rule(s) X times. The dog is bothering some of the other campers. I think a Ranger needs to speak with them." Is sufficient information and if the Ranger needs additional information they will contact you when they arrive. "I need a Ranger to

look at a site in “A loop” is not specific enough to determine what course of action is necessary. Conversely, a long narrative of the situation is usually unnecessary.

3. Questions of a personal nature should be directed to the Volunteer Coordinator or Ranger at (559) 597-2301. Radio etiquette should be used when communicating on a Corps radio.

C. Work Orders

1. Work Order Items (please see Appendix F) should be submitted to your Volunteer Coordinator or left with the Ranger on patrol. Work orders are for tasks such as plumbing leaks electrical problems or other tasks you can not fix yourself. If you need tools or supplies for facility repairs or maintenance please make a detailed list with a description of the items needed such as the quantity and for what project and submit to the Volunteer Coordinator.
2. Submit only one work order per item. Resources at the Project are limited and work orders may not be completed immediately. If it is a safety concern or an item you are getting regular questions about by park visitors, and it has not been addressed after a few weeks, politely inquire about the status of the work order from the Volunteer Coordinator and/or Maintenance Leader man. **Please, do not submit the work order again.**

D. Emergencies

1. If a visitor, Volunteer or other person in the park is injured (beyond minor first aid) or there is some other type of emergency:
 - a. call 9-1-1 and report the emergency appropriately
 - b. call the Ranger on duty (you will receive an emergency ranger contact list).
 - c. Notify other Volunteers in the immediate area to help direct emergency personnel to the appropriate location. If in an area not controlled by a Volunteer, send someone to the road to meet emergency personnel and lead them to the appropriate site.
2. NOTE: This is the *only* time you will not call the Park Rangers first when handling park guests.

E. Co-worker Courtesy

1. With the variable personalities of everyone working together in the project, occasionally conflicts may arise. As with the public, any conflict with a co-volunteer is expected to be handled in a ***professional, respectful, and courteous manner.*** Efforts to resolve the situation should be between the parties involved only. If the

conflict cannot be resolved at the personal level, despite honest efforts, contact the Volunteer Coordinator for a meeting to discuss the situation. Be prepared with a reasonable resolution to the conflict before calling. The Volunteer Coordinator will ask you to consider all involved parties point of view and must maintain an objective view of both parties. **Gossiping, bickering, or otherwise inappropriate behavior will not be tolerated and may be grounds for immediate dismissal.** If after speaking with your Volunteer Coordinator and you still need assistance, please contact the Senior Park Ranger at (559) 597-2301.

IV. General Volunteer Duties and Responsibilities

A. Campsites

1. As campers leave the park or move to other sites, their vacated campsite should be inspected. There are several items for which to look:
 - a. Check to make sure that no trash is left at the site. **If there is an excessive amount of trash, notify a Ranger to take a look at the site before it is cleaned up.** We currently have a litter contract for site cleaning so small amounts of trash will be collected by the cleaning contractor. If you note that the sites are not being cleaned adequately please notify the Campground Manager. If no contact is made with the Campground Manager, contact the Volunteer Coordinator.
 - b. Ensure there are no personal items. If an item is left behind, take it to the Fee Building to be labeled with the camper's name, date, and site number and the campground host will secure it until it can be turned in to a Ranger.
 - c. If applicable, ensure that the campfire is completely extinguished and that the fire-ring grill cover is closed. Also, ensure that the water is working and turned off (not dripping) if a faucet is near.
 - d. If you note damage to the site that was not present before the most recent campers occupied the site, notify a Ranger promptly. The situation will have to be inspected and rectified by a Ranger before the next camper enters the site. If we can not pin-point who was last at the site, we can not hold anyone responsible for the damages.
 - e. Volunteers will also be responsible for posting reservations and pulling expired receipt stubs in addition to maintaining the campground log.

B. Restrooms in Horse Creek Campground and Slick Rock Recreation Area

1. The restroom(s) in these areas should be inspected at least once a day. Ensure that there is no trash on the floor and that all showers, toilets and sinks are in good working order.
2. Our restrooms are under contract for cleaning so you should not need to deal with more than the occasional filling of toilet paper racks or a light sweeping when the area is busy.
3. Report maintenance needs as appropriate on a work order form. Give the form to your Volunteer Coordinator or leave it with the duty Ranger to give to the Volunteer Coordinator.
4. Volunteers may be assigned to clean restroom #2 at the campground during high water and specific instructions will be provided.

C. Litter

1. As you make rounds, set a good example for other visitors/campers by picking up stray trash throughout the project and disposing of it in a trashcan/dumpster.

D. Mowing

At the Horse Creek Campground and Slick Rock Recreation Area the Volunteers are responsible for mowing the immediate area around campsites, restrooms, and other facilities. Do not operate mowers until you have received training and have been signed off on the equipment. Once the steps are completed you are expected to follow these guidelines:

- When operating riding mowers, be sure the rock guard is attached and facing away from other workers or vehicles at all times.
- We try to keep the park grass between 2 and 3 inches which should require mowing every other week.
- Weed Eaters should not be operated within 6 feet of another person and operator should be wearing long pants, closed toed shoes and safety goggles at all times.
- Use caution and remember you are in habitat areas which are home to snakes, small animals and bugs; use appropriate caution.
- Never depart to mow an area without notifying someone of your location and intended time to return, check in frequently.
- Do not mow sites that are occupied. If asked by a camper to mow their site, they must vacate the site while you are in the process of mowing and then return.

F. Project/Facility upkeep – Maintenance Volunteer primary duty

1. You will be given assignments for facility up keep in accordance with your training and experience.
2. If you see tasks around the project you would like to work on please notify the Volunteer Coordinator so the appropriate training if any can be given along with any tools or supplies you may need to complete the project. At times we may ask that your suggested project wait for funding or because another task takes priority. However, we want you working on things you feel will make this a better place to visit and will work with you to get you the needed items for each task.
3. Remember your safety is our most important concern. If you do not know how to handle something or feel it may be unsafe, stop. Report any unsafe action you note to your supervisor for correction.
4. *If you need training or equipment to perform your duties safely please let the Volunteer Coordinator know immediately so we can provide it.* If you have not received a safety briefing and been approved as an operator for the specific equipment needed, please ask the Volunteer Coordinator to arrange the appropriate training before beginning work.

G. Facility Security

Project gates are generally open from 6 am to 10 pm daily depending on the season. In some day use areas, they may close at sunset. If entering a park after hours, please do not let others follow you in. If someone asks you to let them in, kindly explain that you work in the park but cannot allow people in after hours for security reasons.

Closed recreation areas should remain closed at all times. If someone asks when the recreation areas will re-open, inform them, but do not allow them to look around. The gate to Horse Creek Campground must remain closed after 10:00 p.m., with the exception of you personally entering the campground.

All other Project gates should be closed and locked after you go through them. Please do not leave gates open while you work in an area as you may have visitors drive in behind you and/or into a closed area.

VI. Record Keeping

A. Volunteer Service Record

1. The Volunteer Service Record is necessary for evaluating the effectiveness of the Volunteer program as well as for tracking the number of hours and the service value of each Volunteer or group of Volunteers.

2. The record is to be completed on a daily basis. The forms will then be turned in to the Volunteer Coordinator monthly or as completed. If you require more than one page per month that is wonderful, contact the coordinator for additional copies as necessary. These semi-monthly visits with your Volunteer coordinator are a great time to make suggestion for the program, inform them of tasks you've noticed could make our facilities nicer and to generally share your ideas and experiences with us.
3. You are empowered to fix what you see that needs fixing, clean up as you see fitting and inform the Volunteer Coordinator of larger tasks that would improve our guests experience so a work party can be formed.

B. Volunteer Evaluations

1. The Volunteer Coordinator will formally evaluate you in writing after your first month on the job and approximately every 3 months there after. This is primarily the time for us to pat you on the back and tell you what we like, however, it is also a time for us to adjust the program and direction of your work. Just like your interview all parties are ensuring that this is still the best fit for everyone.
2. You will also be asked to evaluate the training you receive; your supervisor and the program as a whole. Be as honest as possible because this is how we will improve our program and help you and our future Volunteer have the most positive experience possible.

VII. Visitor Assistance

A. Customer Service

1. Remember you may be one of the only representatives of the Corps our visitors come in contact with; be sure their experience is a positive one.
2. Knowing your job will go a long way in assisting campers and visitors with problems or questions. Be responsive and answer questions courteously, if you can not answer a question refer them to someone who can or get back to them with an answer in a timely manner.
3. Treat all people the same when it comes to rules and policies. Don't show favoritism to particular individuals or groups by allowing them to 'bend' the rules or policies.
 - a. Occasionally, exceptions to policies are necessary due to extenuating circumstances; however those decisions should be made by a Ranger. Rangers will inform all team members in the park of these special circumstances

B. Making Rounds (for Campground and Slick Rock Site Hosts)

1. Generally, your assigned area should be checked a minimum of twice during your shift. Preferably check the campground and Slick Rock areas in the morning and after 2:00 p.m. when new visitors begin checking in to their sites.
 - a. As new campers come into the campground or move into your area, stop to introduce yourself and greet them. Let the camper know where your site is in case of problems and offer to answer any questions. Thursdays through Saturday will generally be your busiest days. Keeping track of new campers and making early contact with them will enhance their experience and prevent many problems before they occur.
 - b. Every camper should have positive contact with a volunteer at least once during his or her stay, preferably in the first 12-24 hours. Follow guidance provided in Training.
2. Making rounds on foot is the preferred method because it allows for more personal contact with visitors, making rounds on a bicycle or in the volunteer's personal vehicle is permitted.
 - a. If riding a bicycle, the host must wear an appropriate sized bike helmet and follow all bike safety precautions.
 - b. Vehicles will be kept in a clean and presentable condition. All vehicles and operators will comply with state motor vehicle laws. Observe the speed limit and all rules of the road while within the project; setting an example for visitors. The Corps of Engineers will provide magnetic signs and should be mounted on each side of the driver and passenger door during the volunteer's shift if a vehicle is used.
 - c. Magnetic signs shall be removed at the end of the volunteer's shift or when leaving the project to prevent the magnetic signs from excessive wear and tear; vandalism or theft of the magnetic signs. Failure to remove the magnetic signs is considered negligent care.
 - d. Volunteers will sign a property receipt for the magnetic signs, as with all property loaned and shall be solely responsible for the ordinary care of the signs. In the event of loss or damage of the magnetic signs as a result of negligent care by the volunteer, the volunteer shall make financial restitution to the Corps of Engineers for the replacement of the signs.

C. Rule Violations

1. If a camper or day user continues to violate a park rule or otherwise cause a problem in the park despite being politely informed by a volunteer of the rules, you have two options:
 - a. If it is a minor infraction (for example, the visitor's dog is off the leash, but not causing any problems), wait until you see a Ranger in the park and report the problem. You may also leave a note which includes contact history for Rangers at the fee building.
 - b. If the infraction is a more serious (for example, a camper dumping grey water at his or her site or a dog off leash viciously chasing campers), contact a Ranger to report the problem immediately. If you are using a radio call a ranger in accordance with radio procedures.
2. Never take it upon yourself to tell a camper what the consequences of their actions may be. **"I'll have to notify a Ranger if I continue to see your dog off a leash," is all you can say.** Telling a camper of any further actions such as "A Ranger is going to give you a ticket" or "The police are going to be through here soon" is an assumption on your part. NEVER tell a camper what the consequences will be or even "might" be; enforcement is not your call!

D. Difficult Questions

1. If a visitor asks you a question to which you do not know the answer, politely tell them you will get back to them with the answer and then ask another volunteer or ask a Ranger when one is in the area. **Making up an answer can cause additional problems and could have unfortunate consequences.**
2. If you believe it is a matter which would be better addressed directly to a Ranger, give the camper the main number to the office (559-597-2301) and ask them to call M-F, 8:00 am to 4:30 pm. (Office business cards are available; if you would like some ask Doni)

E. Belligerent Visitors

1. If a visitor or camper becomes especially angry, degrading, or uncooperative, remove yourself from the situation and use radio or telephone to contact Rangers to handle the situation. Be sure to relay the contact history and attitude of the visitor.

2. *If at any time you feel a visitor is **threatening** to you or other park guests, either verbally or physically, this is considered an emergency.* Remove yourself from the situation and immediately contact law enforcement (dial 911) and then a Ranger directly. (We have a close relation ship and contract with the Tulare County Sheriffs office and you will frequently see them patrolling our parks in the summer)

F. Campground Assistance

1. During busy periods in the campground (mostly Friday, Saturday and Sunday afternoon evenings), you should assist the duty Ranger by checking sites for availability and reporting which sites are occupied and which are empty in the campground. In the summer, talk to campers about Water Safety and hand out water safety materials such as coloring books. Please report to the duty Ranger if sites are full.
2. From time to time a campground host may have an emergency in which he or she must leave the campground for brief periods of time. This action is allowed only when there is a *true emergency*, not for convenience on the part of the host. Other campground hosts are permitted to relieve them of their duty with ranger approval.
 - a. Standing in for the campground host should not be for more than two or three hours and should not occur more than once or twice a season.
 - b. Keep records of campers entering the campground and which site they are occupying. Record any campers who are leaving. Ensure that the camper data collected consists of name, address and phone number in addition to what is already requested on fee envelopes. Give this information to the campground host on his or her return so it may be updated in the computer.
 - c. Inform campers who check in during this time to return to the host site at a specified time when the campground host will be in to collect their fees.
3. **At no time should an un-bonded volunteer accept money from a camper or day user for any reason.** You do not have the authority to accept funds. Send the visitor to the fee building or fee station to pay his or her fee. Only trained and bonded campground hosts may accept moneys and then only while working their campground host shift.

Beautiful Lake Kaweah Team

Park Manager: Phil Deffenbaugh-(559)597-2301

Senior Park Ranger: Matt Murphy-(559)597-2301

Project Technician: Doni Conely-(559)597-2301

Volunteer Coordinator: Jerry Gonzalez-(559)597-2301

Campground Manager: Jerry Cowan-(559)597-2301

Visitor Center Manager: Valerie McKay-(559)597-2301

Maintenance Leaderman: Jimmy Chao-(559)597-2301

Duty Rangers: Bill Springs, Kao Saephan, Chad Kilgore-(559)597-2301

Appendix A.

Campground Host Job Description

Overview

Volunteer Campground Hosts (Ambassadors) play vital role for the U.S. Army Corps of Engineers. As a Campground 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 many cases, Campground Hosts are the first contact the public has with the U.S. Army Corps of Engineers. Campground Hosts are long term (6 months maximum with possible extension) volunteers who make extended stays at campgrounds as a part of the project team. A choice campsite with full hookup (water, electricity and sewer) is reserved at no charge for these volunteers during their commitment to a project.

Primary Responsibilities

Provide hospitality and customer service to campground guests, assisting in the cleaning/upkeep of campground facilities and promoting safe responsible use of Corps of Engineer amenities.

Campground hosts are expected to ensure park entrance gates open in the morning and secure gates at night. Conduct periodic walkthroughs of park, greeting public and answering questions. Bonding of the Campground Host may be required in order for them to perform fee collection within the campground and remit camping fees to Nation Recreation Reservation Service (NRRS) via computer. Some computer and cash register experience may be needed in order to perform NRRS operations. Campground hosts do not enforce park regulations; however, they are expected to be the eyes and ears of the park rangers and are expected to assist rangers and visitors during emergencies. During the winter months, weekday visitation is low with moderate use during the weekend. Work min 20 hours/week and live in natural outdoor setting, with your own RV.

Secondary Responsibilities

Create temporary community through fostering of communication between campground visitors and personnel. Keep our campgrounds 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.

Requirements

The Campground Host will provide, furnish, or be responsible for the following:

- The Host must have a self-contained, factory-built camper trailer or motor home that will be parked at a location designated by the Operations Project Management Office. The campsites have water, sewage, 30/50 amp electricity, and restricted-use telephone.
- Maintain the area where the trailer is parked in a neat, clean, sanitary condition at all times. No dog pens, dog houses, poultry cages, or similar facilities for pets or raising of animals will be allowed. **NOTE: Two (2) pet limit. No Vicious Pets.** However, pets are prohibited in the Fee Building.
- Campground Hosts will be responsible for the physical telephone in their camping unit. All rules and regulations as stipulated in the telephone agreement will be applicable to telephone usage.
- The Campground Host may have overnight guests (no longer than 3 nights) in their camping unit or they may have a tent on the impact area. No camping units that require hook-ups will be permitted. Please contact the Volunteer Coordinator at 559-597-2301 prior to having overnight guests. **NO CAMPING ON ADJACENT CAMPSITES.**

Minimum Qualifications

- Desire to meet and interact with persons from varied backgrounds.
- Appearance should be neat and a positive reflection of the organization.
- Ability to remain **calm** in busy situation.
- Cognitive and verbal ability to answer visitor questions and communicate park rules in English.
- Physical ability to navigate camp loop and visit campsites, pick up trash, light cleaning, lift 20 lbs and carry 25 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

- Customer Service or work with public, especially children and elderly.
- Previous park or outdoor recreation experience as employee or volunteer.
- Previous RV Experience

Appendix B.

Visitors Center Volunteer Job Description

Overview

Visitors Center volunteers play a vital role for the U.S. Army Corps of Engineers. As a Visitors Center volunteer you are a part of a team that includes other 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 many cases, volunteers are the first contact the public has with the U.S. Army Corps of Engineers.

Primary Responsibilities

The Visitors Center volunteer will provide assistance in the Kaweah Heritage Visitor Center greeting the public, answering questions about the visitor center and local area, answering phones, make sales in the Sequoia Natural History Association bookstore, stock the brochure rack and use the cash register and fax/copy machine as needed. Volunteers should be comfortable speaking to the public, outgoing, energetic, professional, and enjoy meeting new people.

Secondary Responsibilities

Assist in the upkeep of office facilities and promoting safe responsible use of Corps of Engineer amenities. Keep our office and parks friendly places for outdoor recreation and information gathering. Provide valuable information on how to improve our parks and head quarter's office by maintaining open communication with Rangers and Managers, passing on ideas for improvement gathered during daily contact with visitors.

Minimum Qualifications

- Ability to obtain bonding in the amount of \$5,000.
- Desire to meet and interact with persons from varied backgrounds.
- Cognitive, verbal and auditory ability to answer questions and communicate with various constituents in English who call or stop into the Visitors Center.
- Ability to use cash register and balance daily funds at end of shift.
- Auditory ability to respond to verbal requests.
- Visually able to spot safety hazards and take prompt appropriate action to correct in accordance with training provided.

Desired Experience

- Customer Service, office experience, or work with public.
- Previous outdoor recreation experience as employee or volunteer.
- Computer literacy.

- Knowledge of Excel, Adobe, Word and other computer programs.

Appendix C.

Site Host and Maintenance Volunteer Job Description

Overview

Site Hosts and Maintenance volunteers play a vital role for the U.S. Army Corps of Engineers. As a Site Host you are a part of a team that includes other 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 U.S. Army Corps of Engineers. Site Hosts are long term volunteers who make extended stays (usually 3-6 month minimum) at recreation sites located in scenic areas as a part of the project team. A campsite is reserved at no charge for these volunteers during their commitment to a project.

Primary Responsibilities

Upkeep and repair of park facilities such as: restrooms, 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. Work min 20 hrs/wk and live in natural outdoor setting with your own RV. Foster teamwork by participating in group workdays and other special events and activities.

Secondary Responsibilities

Create temporary community through fostering of communication between park visitors, volunteers, and staff. 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

- Cognitive and verbal ability to communicate with other park personnel in English.
- Physical ability to operate mowing and maintenance machinery lifting and carrying 30 lbs 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.
- Heavy equipment, plumbing, electrical, welding, masonry, or carpentry.

Appendix D.

Administrative Support Volunteer Job Description

Overview

The Administrative Support Volunteer plays a vital role for the U.S. Army Corps of Engineers. As a volunteer 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 many cases, volunteers are the first contact the public has with the U.S. Army Corps of Engineers.

Primary Responsibilities: The primary duty of the Office/Administration Volunteer is to assist the Rangers in the Lake Kaweah Headquarters office. Specific duties include:

- Assisting with document preparation and filing; this may include brochures, program plans, spreadsheets, and the like.
- Assisting with counting receipts from the “iron rangers” located in the Security Room.
- Assisting the Interpretive Ranger with presentations, as available.
- Assisting with other duties as available and scheduled.

Volunteers selected for this position may be assigned a campsite with water, electric, and sewer hookups in Horsecreek Campground.

Secondary Responsibilities

Assist in the upkeep of office facilities and promoting safe responsible use of Corps of Engineer amenities. Keep our offices and parks friendly places for outdoor recreation and information gathering. Provide valuable information on how to improve our parks and headquarters office by maintaining open communication with Regional and Lake Project personnel and Managers, passing on ideas for improvement gathered during daily contact with volunteers and visitors.

Minimum Qualifications

- The volunteer must be eligible to be bonded; the Corps of Engineers will bond the volunteer with a \$5,000 fidelity bond to protect the government from loss of funds.
- Desire to work (min 20 hours/week) and live in natural outdoor setting, with your own RV
- Desire to meet and interact with persons from varied backgrounds.
- Cognitive, verbal and auditory ability to correspond in English on behalf of USACE volunteer program and file documents in accordance with current standards, answer questions and communicate with various constituents who call, email or stop into the Project Office.

- Knowledge of and ability to use computer programs such as Microsoft Excel, Word, Outlook, Adobe and others. Comfortable with online data bases and reports.

Desired Experience

- Office experience, or work with filing.
- Previous outdoor recreation experience as employee or volunteer.

Appendix E.

Activity Hazard Analysis Project: Lake Kaweah /Terminus Dam Prepared By: Safety Officer Job Title: Volunteer Volunteer Coordinator: Jerry Gonzalez Date: June 2011		
Activity	Potential Hazards	Recommended Controls
<i>Vehicle Operation</i>	Vehicle Accidents	Adjust vehicle controls before starting vehicle. Wear safety belts and shoulder harness. Drive defensively. Inspect vehicle to insure safety features are in place and operational. Walk around vehicle before backing.
<i>Operating or working on boats or barges</i>	Falling into water	Stay in safe areas of boats especially when boat is in motion. Avoid standing unless safe and necessary. Always work as a team so help is readily available. Do not reach over side of boat. Insure boat is in neutral prior to starting engine. Use dead-man safety switch.
	Drowning	Always wear the proper PFD when in the boat. Learn how to swim. Work as a team so help is available. Keep lifesaving device handy. Follow safe boating rules.
	Being pulled from boat by buoy cable or anchor	Place buoy in water, feed out cable then place anchor being careful of cable.

	Being pinched between boat and objects	Keep all extremities inside of boat. Use caution when nearing docks, other boats or floating objects. Stand clear when boat operator is launching or loading boat on trailer.
	Cuts/Scrapes	Wear gloves. Use caution when handling cable due to burrs or raveling.
	Back injuries	Get assistance with heavy objects. Use proper lifting techniques. Work only from level firm footing use cable locking device when raising heavy anchors.
<i>Using hand tools (Shovels, McCleods, Rakes, Hoes, etc)</i>	Back injuries	Work from level firm footing when possible. Keep back straight use reasonable force.
	Cuts/Scrapes	Wear gloves. Insure tool is in serviceable condition (tool edge is sharp and handle is not broken or splintered and handle is firmly attached).
	Eye injury	Wear eye protection. Be observant of surroundings and other workers.
	Head injury	Wear hardhat when swinging tool overhead or working closely with others.
<i>Working in confined spaces (conduits, tunnels, vaults and tanks)</i>	Harmful vapors/fumes combustible & oxygen deficiency	Use proper confined space entry system. Make sure adequate ventilation is provided. Read MSDS for materials used and follow instructions.
	Accidental operation of systems and equipment	Follow lockout/tag out procedures
	Back injury	Obtain assistance with heavy objects. Use proper lifting techniques.

	Eye injury	Wear eye protection.
	Cuts	Wear gloves when practical. Inspect tools and materials for sharp edges and burrs.
	Head injury	Wear hardhat. Be aware of others working above or below.
	Falling	Insure ladders/scaffolding is erected properly. Use proper safety equipment(Harness, Belt, Lanyard etc.) Be extra careful in wet areas.
<i>Fire Suppression</i>	Lung damage	Wear respirators if possible. Avoid dense smoke and enclosed areas with particles. Avoid rushing to keep breathing rate near normal.
	Eye damage	Avoid heavy smoke areas and areas which carry airborne burning particles. Beware of flying debris. Watch for branches or other obstructions. Wear eye protection.
	Being struck by tool	Be aware of other workers actions. Don't rush. Wear hardhat.
	Burns	Wear protective clothing. Be aware of wind and rate of burn to avoid being trapped by fire. Stay clear of hotspots.
	Cuts	Wear protective clothing and gloves.
	Tripping/Slipping	Make sure of footing especially in slippery/wet/ashy areas. Keep debris cleared away as much as possible.
	Dehydration	Drink plenty of fluids and avoid excessive heat when possible. Maintain steady work pace.

<i>Contacting park visitors</i>	Verbal, Physical assault	Be aware of potential dangers. Always check out on the radio with corps or sheriff's dispatch before contacting visitors.
	Family disturbances in the campsite, disgruntled visitors	Employ verbal judo. Select one person from the group and discuss away from the group. Keep a basic interview stance.
	Possible weapons, anglers with knives, hunters with guns, intoxicated recreators with beer bottles.	Radio out with position. Employ physical stance, verbal judo. Identify behaviors, keep eyes roving to observe all activity.
	Pedestrian Approaches	Make a safe approach. Scan area for potential threats/weapons. Scan for other subjects. Place for best contact. Good avenue of retreat. Use all your senses.
	Approaching parked vehicles	No vehicle is unoccupied. Position your vehicle to your advantage. Watch for movement inside. Try to check inside before crossing in front of windows. Look at ignition switch, does it have one?
	Illumination	Use high beam headlights & park off center. Use ambient light on foot patrol at night. Conceal in shadow of campfire until you step into the area illuminated. Flashlights can be used to get out of harms way by shining it directly in the eyes to momentarily blind the person to the night.
	Basic interview stance	Keep strong side back, feet shoulder width apart, eye contact with person. Avoid tunnel vision/watch their eyes and hands. Use command presence.

	Command presence	Stand erect, straight. Speak and react with confidence. Be in control, and sure of what you are doing. Be professional.
<i>Office Duties</i>	Tipping over of file cabinets	Avoid opening more than one drawer at a time. Keep heaviest drawers low in cabinet. Get help when moving cabinet.
	Pinching fingers in drawers	Close drawers with hands on handles made for that purpose.
	Chair tipping over	Don't lean back in chair. Keep both feet on the floor.
	Eye strain	Make sure there is adequate lighting. Take frequent visual breaks. Insure computer monitor is adjusted properly and shielded from glare.
	Tripping	Keep all traffic areas clear. Close all drawers and cabinets after each use. Route electrical cords to keep areas clear. Insure all rugs are laying flat.
	Electrical Shock	Don't overload outlets. Watch for damaged wiring. Don't use defective equipment. Follow all manufacturers' instructions. Don't unplug equipment by jerking cord. Use GFI's in wet areas.
	Cuts &Punctures	Keep all sharp objects stored in containers meant for that purpose.
	Back strain	Get help when moving heavy objects. Use proper lifting techniques.
	Falling objects	Keep heavy objects away from edge of office furniture. Do not place heavy objects in high

		places. Insure furniture is strong enough to safely hold heavy objects.
<i>Working with chemicals (Alkali, acid, caustic, toxic, flammable)</i>	Chemical burns on or getting chemical on skin	Wear protective clothing i.e., gloves, coveralls, face shields etc. Handle containers carefully. Be prepared to treat any spills on skin by knowing where the closest water source is.
	Chemical burns in or getting chemical in eyes	Wear proper eye protection. Handle containers carefully. Be aware of the closest water source or eye wash station.
<i>Using Chain Saws</i>	Injury from Chain	Wear leather gloves and chaps. Be aware of kickback area of saw. Do not use saw overhead. Use proper cutting motion. Insure all guards and dogs are in place. Turn off saw before making any adjustments. Start saw from solid ground surface. Follow all manufacturers' instructions.
	Burns	Stop saw and allow to cool before refueling. Clean any fuel spills prior to starting saw. Wear leather gloves and chaps. Be aware of all hot surfaces. Follow all manufacturers' instructions.
	Eye Injury	Wear proper eye protection. Make sure all guards are in place.
<i>Working around tractors</i>		Don't allow passengers other than operator.

	Burns	Stay clear of hot surfaces. Wear gloves.
	Head injuries	Wear hardhat.
	Injured extremities	Wear gloves. Stand clear of all moving parts. Stay in view of operator at all times.
	Being hit by equipment	Stay in view of operator at all times. Stay clear of equipment work area. Be aware of operators intended movements.
	Eye injury	Wear proper eye protection.
	Hearing damage	Wear earplugs or other hearing protection.
	Lung damage	Wear dust filter masks when working in dusty atmospheres.
<i>Working around lift truck (fork lift)</i>		Only the operator is allowed on the vehicle. No passengers.

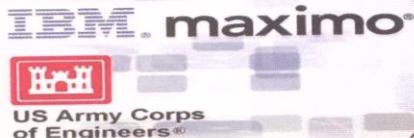
	Burns	Stay clear of hot surfaces. Wear gloves. Allow engine to cool before servicing or refueling.
	Head injuries	Wear hardhat.
	Injured extremities	Wear gloves. Stand clear of all moving parts. Stay in view of operator at all times.
	Being hit by equipment	Stay in view of operator at all times. Stay clear of equipment work area. Be aware of operators intended movements.
	Hearing damage	Wear earplugs or other hearing protection.
	Lung damage	Wear dust filter masks when working in dusty atmospheres.
<i>Operating high pressure washer</i>	Eye damage	Wear proper eye protection, i.e., blasting hood.
	Burns	Stay clear of hot surfaces. Wear gloves. Allow engine to cool before servicing or refueling.

	Lung damage	Wear the proper filter mask for work being performed. Work in well ventilated areas.
	Trips and falls	Be aware of location of hoses and lines. Keep work area clear.
<i>Using hand tools (small hammers, saws, drills, mechanic type tools)</i>	Cuts	Wear gloves when practical. Insure tool is in serviceable condition with no splinters, burrs, cracks or breaks. Use the proper tool for the job.
	Eye injury	Wear eye protection. Be careful using hammers or chisels.
<i>Repairing plumbing fixtures or piping</i>	Back injury	Obtain assistance with heavy objects. Use proper lifting techniques. Work only from firm, level and dry footing.
	Cuts	Wear gloves when practical. Use proper tool for job. Examine all tools and material for sharp edges and burrs.
	Eye injury	Wear eye protection.
	Infections/Disease	Wear waterproof gloves. Wash hands thoroughly after each job and before eating, drinking or smoking.

	Cuts	Wear gloves when practical. Inspect tools and materials for sharp edges and burrs. Use the proper tool for the job.
<i>Working with concrete</i>	Back injury	Obtain assistance with heavy items (forms). Use proper lifting techniques. Do not overload shovel or wheelbarrow.
	Chemical burns	Wear proper protective clothing (gloves, rubber boots). Be aware of closest water source prior to beginning work. Wash all areas of skin contact immediately. Handle material carefully.
	Eye injury	Wear eye protection. Be aware of closest water source or eye wash station prior to beginning work. Handle material carefully.
	Dropping objects on feet	Wear safety boots.
<i>Painting</i>	Breathing fumes/Lung damage	Wear recommended respirator. Follow all manufacturers' recommendations. If working with hazardous materials don't work alone. Don't work in confined areas without proper ventilation.
	Spilling chemicals on skin	Wear protective clothing. Handle containers carefully. Prepare for any spills by knowing where the nearest water source is located prior to starting work. Follow all manufacturers' recommendations.

	Ingestion of chemicals	Wash hands prior to eating or smoking.
	Fire	Don't work in confined areas without proper ventilation. Do not allow open fires, flames or smoking near work area. Be aware of possible spark sources.

Appendix F.

 Work Order Request																					
<small>All cost and labor hourly information in FEM is for planning and work management purposes and is approximate. Refer to CEFMS for actual cost and labor information.</small>																					
* Date:	dd-mm-yy																				
Name:	UserID initial																				
* Crew to perform work*:																					
Work Order #:	(Input after Work Order is generated in FEM)																				
* Work Order Title:																					
Parent Work Order:	(If Applicable)																				
Asset:																					
* Physical Location:																					
Failure Class*:	Problem Code*:																				
Work Order Details/Tasks:																					
Priority																					
* WO Priority:	<table border="1"> <tr> <td>1</td> <td>Deferrable, low priority</td> <td>3</td> <td>Urgent-stop eventual loss</td> </tr> <tr> <td>2</td> <td>Normal-for effective operation</td> <td>4</td> <td>Critical-stop immediate loss</td> </tr> </table>	1	Deferrable, low priority	3	Urgent-stop eventual loss	2	Normal-for effective operation	4	Critical-stop immediate loss												
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2	Normal-for effective operation	4	Critical-stop immediate loss																		
* WO Priority Justification:																					
Work Types																					
* Corporate Work Type:	<table border="1"> <tr> <td>O</td> <td>Operation</td> <td>Estimated Materials Cost:</td> </tr> <tr> <td>M</td> <td>Maintenance</td> <td>* Estimated Completion Time:</td> </tr> <tr> <td></td> <td></td> <td>* Requested Start Date:</td> </tr> </table>	O	Operation	Estimated Materials Cost:	M	Maintenance	* Estimated Completion Time:			* Requested Start Date:											
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M	Maintenance	* Estimated Completion Time:																			
		* Requested Start Date:																			
* Command Work Type:	<table border="1"> <tr> <td>AD</td> <td>Administrative</td> <td>OS</td> <td>Other</td> </tr> <tr> <td>EM</td> <td>Emergency Work</td> <td>PDM</td> <td>Predictive Maintenance</td> </tr> <tr> <td>MM</td> <td>Modification</td> <td>PM</td> <td>Preventive Maintenance</td> </tr> <tr> <td>NC</td> <td>New Construction</td> <td>RBM</td> <td>Rebuild Maintenance</td> </tr> <tr> <td>OP</td> <td>Operation</td> <td>RM</td> <td>Repair</td> </tr> </table>	AD	Administrative	OS	Other	EM	Emergency Work	PDM	Predictive Maintenance	MM	Modification	PM	Preventive Maintenance	NC	New Construction	RBM	Rebuild Maintenance	OP	Operation	RM	Repair
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* Local Work Type:	<table border="1"> <tr> <td>AD</td> <td>Administrative</td> <td>OW</td> <td>Work for Others</td> </tr> <tr> <td>ER</td> <td>Environmental Response (ERGO)</td> <td>RP</td> <td>Replacement</td> </tr> <tr> <td>ES</td> <td>Engineering Services</td> <td>RT</td> <td>Routine</td> </tr> <tr> <td>LA</td> <td>Law Enforcement & Security</td> <td>SR</td> <td>Safety Related</td> </tr> <tr> <td>NR</td> <td>Non-Routine Work</td> <td>TR</td> <td>Trouble Report</td> </tr> </table>	AD	Administrative	OW	Work for Others	ER	Environmental Response (ERGO)	RP	Replacement	ES	Engineering Services	RT	Routine	LA	Law Enforcement & Security	SR	Safety Related	NR	Non-Routine Work	TR	Trouble Report
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* Work Order Type:	<table border="1"> <tr> <td>PAR</td> <td>Parent Work Order - Non-Standing</td> <td>Approve:</td> <td>(Initial & Date)</td> </tr> <tr> <td>SWO</td> <td>Standing Work Order</td> <td>Completion date:</td> <td></td> </tr> <tr> <td>SWP</td> <td>Standing Work Order - Parent</td> <td>Complete By:</td> <td></td> </tr> </table>	PAR	Parent Work Order - Non-Standing	Approve:	(Initial & Date)	SWO	Standing Work Order	Completion date:		SWP	Standing Work Order - Parent	Complete By:									
PAR	Parent Work Order - Non-Standing	Approve:	(Initial & Date)																		
SWO	Standing Work Order	Completion date:																			
SWP	Standing Work Order - Parent	Complete By:																			

* Refer to back page for code table

* Required fields

Form Modification refer to Lam.van.tran@usace.army.mil

Appendix G.

Volunteer Services Agreement for Natural Resources Agencies <i>for Individuals or Groups</i>				
<i>Please print when completing this form</i>				
Site Name/Project Leader		Agency	Reimbursement (if any)	
Name of Volunteer or Group Leader – Last, First, Middle		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-55 <input type="checkbox"/> 56 and Older		
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Type	Email Address	Home Phone	Mobile Phone	
Street Address		City	State	Zip
IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Legal Guardian		Home Phone	Mobile Phone	Email Address
Street Address		City	State	Zip
<p>I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform.</p> <p>I give my permission for _____ to participate in the specified volunteer activity sponsored by _____ at _____ (Name of Sponsoring Organization, if applicable) (Name of Volunteer Duty Station)</p> <p>From _____ to _____ (Date) (Date) (Parent/Guardian Signature) (Date)</p>				

Emergency Contact Name	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

GOVERNMENT OFFICIAL COMPLETES THIS SECTION			
<p>Description of service to be performed. <i>Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.</i></p>			
Government Vehicle required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License <input type="checkbox"/> International Driver's License		
Personal Vehicle to be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.		
<p>I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.</p> <p>I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.</p> <p>I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.</p> <p>I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:</p> <p><input type="checkbox"/> I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.</p> <p><input type="checkbox"/> I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to _____.</p> <p style="text-align: center;">(Name of Agency Official)</p> <p>I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.</p>			

(Signature of Volunteer)

(Date)

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

(Signature of Government Representative)

(Date)

Termination of Agreement

Volunteer requests formal evaluation

☐ Yes ☐ No

Evaluation Completed

(Date)

Agreement terminated on

(Date)

(Signature of Government Representative)

Public Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior (USDI) prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

Privacy Act Statement

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.

Appendix H.

TERMINUS DAM/LAKE KAWEAH

