

Cosumnes River Preserve

Job Description: Office/Indoor Volunteer Activities

Examples: Naturalists, Office Assistants

❖ Age

- Volunteers must be eight (8) years of age or older. Any volunteer under the age of eighteen (18) must have signed and written approval from a parent or guardian to participate in volunteer activities. Any volunteer under the age of sixteen (16) must have a parent or guardian accompany them while volunteering.

❖ Expected Behavior

- Volunteers must represent the Preserve in a professional manner and with behavior that is above reproach.
- Volunteers must maintain a polite and respectful attitude while providing services for the Cosumnes River Preserve.
- Volunteers must always consider their safety and the safety of others while executing work tasks.
- Volunteers are asked to contact proper emergency services in the event of an urgent medical incident or illegal activities.

❖ Environmental/Working Conditions

- Volunteer work may occur outdoors, in a variety of weather conditions. Volunteers are required to dress appropriately in order to prevent injury or illness due to these conditions.
- Volunteer work may occur in rugged, outdoor environments where there is risk of injury from tripping hazards, protruding objects, falling debris, stinging plants and animals, biting animals/insects, etc. Volunteers are required to take proper precautions while working in these environments, which include wearing appropriate clothing.
- Volunteers may be asked to traverse waterways using canoes, kayaks or other watercraft as part of their volunteer service.
- Volunteer work may include repetitive motions and lifting objects that are no more than 40 pounds. Volunteers who are not physically capable of performing such tasks should avoid doing so.
- Volunteers who use Preserve boats must have some experience or basic instruction on the proper use of such equipment.
- Volunteers must wear a personal flotation device (PFD) at all times when using Preserve boats or participating in activities that take place on waterways that are too deep for wading.

❖ Duties

- Volunteers open and close the Preserve's public parking lot gates, restrooms, and the exhibit room located at the Visitor Center. When closing the Visitor Center, volunteers must secure it by locking all doors and windows and setting the building alarm.
- Volunteers may perform basic cleaning and maintenance activities at the Visitor Center's and nearby public areas which includes the deck, picnic areas, parking lots and trails. These activities include cleaning picnic tables, picking up trash, changing bags in trash receptacles, emptying recycling bins, changing paper towels and toilet paper dispensers, refilling hummingbird, cleaning off the white-board, etc.
- Volunteers check out and check in courtesy paddle equipment.

- Volunteers restock Preserve brochures and other informational handouts. The copy machine may need to be used to produce more handouts.
 - Volunteers set up and take down displays, viewing scopes, kids' activities and other visitor tools, as needed.
 - Volunteers communicate with the public that call the Preserve's general information telephone line.
 - Volunteers greet and assist Preserve visitors that enter into the Visitor Center's exhibit room.
 - Volunteers explain Preserve rules to visitors and ask those who choose not to abide by these rules to stop their activities or leave the Preserve.
 - Volunteers orient visitors to the layout of the trail system, nearby roadways, the Cosumnes River and other waterways, and local attractions.
 - Volunteers present formal and informal interpretive talks for Preserve visitors.
 - Takes pictures with Preserve or personal equipment, which may be used in Preserve research, monitoring, documents, presentations, outreach/educational materials, etc.
 - Volunteers use GPS devices and similar equipment to collect information for Preserve research, biological monitoring, land/natural resource management surveys, etc.
 - With proper training, volunteers lead Preserve visitors on guided interpretive experiences that include hikes, paddles, driving/bus tours, etc.
 - Volunteers work as outreach staff for events, helping to increase awareness of the Preserve by distributing materials and interacting with event participants.
 - Volunteers track recreational and facility use information, which includes visitor tallies, paddle cart usage, parking capacity, etc.
 - Volunteers collect donations and place donated monies in its designated place.
 - Volunteers collect money from sale items and distribute proper change when necessary.
- ❖ **Vehicle Use**
- Volunteers who are 21 years of age or older, have state approved driver's licenses, and maintain a good driving record may be approved to operate designated Preserve vehicles.
 - Volunteers who are approved to drive Preserve vehicles may be asked to transport passengers to and from work sites.
 - Volunteers may drive personal vehicles to work sites, as long as this is done for an approved work activity. Volunteers who use their personal vehicles ensure that they are in good working condition. Personal vehicles are used at the volunteer's own risk.
 - Volunteers using personal vehicles can only transport themselves and passengers who accompanied them to the volunteer activity.
 - Volunteers who receive proper training may be permitted to operate other Preserve vehicles including but not limited to: all terrain vehicles (ATVs), riding mowers, light tractors, etc.
- ❖ **Computer Use**
- Volunteers may be authorized to use designated computer work stations within the Visitor Center and other Preserve facilities.
 - Before operating computer work stations, volunteers must have a completed Information Technology Security Agreement on file.
 - Use of designated computer work stations are for the performance of volunteer tasks and volunteers should only use designated programs and files that are specific to those tasks.
- ❖ **Volunteers perform other duties as assigned.**