

APPA, ATC, and {Club}, Sponsored Group Volunteer Agreement, Official Club
Preamble to Volunteer Service Descriptions

{DATE}

The intent of this group volunteer service agreement is to streamline administrative processes associated with signing up volunteers by eliminating the need to enter Individual Volunteer Agreements with each person participating in service on behalf of the Appalachian National Scenic Trail (APPA). The National Park Service (NPS), Appalachian Trail Conservancy (ATC), and {Club} together are responsible for the success of this agreement.

Following tradition, and under the guidance of the 2014 NPS Cooperative Agreement, the NPS and ATC jointly serve as a "volunteer center" for the Appalachian National Scenic Trail by managing and supporting volunteer programs to enhance the tradition of volunteer stewardship of the Trail, as well as by building capacity within the local Trail-management clubs to be effective and sustainable volunteer-based organizations. In this role, Appalachian Trail Conservancy (ATC) will continue to function in a communications, coordinating, advisory, and support role to all partners. A description of Volunteer Services for work performed in the Club Section, **{the following Trail assets- add a list of the trail sections, non-A.T. side trails, and side trails to be incorporated into the agreement}**, are found in the attached Cumulative Volunteer Service Description.

Special Provisions:

1. APPA, ATC, and {Club} will meet annually to coordinate tasks related to this agreement. A work plan will be developed and approved by all parties at the annual meeting and will include identification of priorities, work to be performed, and support needs. During annual meetings, APPA, ATC, and {Club} will make a special point of discussing the natural and cultural resource management sensitivities of the areas where volunteer work will take place. Every effort will be made to protect natural, cultural, and Wilderness resources and to comply with applicable policies and regulations associated with resource protection in the implementation of this agreement.
2. In accordance with the authorities contained within the Volunteers in Parks Act of 1969, volunteers who are officially signed up under a completed Volunteer Service Agreement are entitled to the same protections and considerations that regular government employees receive in the case of work-related injuries or tort issues, provided that they are working within their scope of duties.
3. {Club} agrees to provide an initial list of all volunteers at the outset of the agreement. The club will send a record of officers and volunteers annually and regularly submit work trip rosters to ATC. Rosters include regular and episodic volunteers.
4. {Club} agrees to report to ATC regularly, or at minimum at the conclusion of each fiscal year (September 30), the total number of individuals and volunteer hours contributed via this Volunteer Service Agreement. ATC will convey final annual report to APPA.
5. Official Representatives of {Club} will recruit, train, register, and coordinate volunteers on behalf of {Club}, ATC, and APPA. Official Representative positions will be defined by the club and provided as an appendix to this document.
6. {Club} will make the following information available to volunteers through ATC's website on safety found at <http://www.apalachiantrail.org/volunteer>: (1) *TrailSafe!* training program, (2) Job Hazard Analyses related to Volunteer Service Descriptions contained within this agreement; (3) A.T. volunteer sign-up sheet; (4) procedures and forms associated with volunteer injury response requirements.

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7. {Club} will inform volunteers of health and physical condition requirements of the service project for which they are being recruited, and will provide volunteers with an opportunity to disclose any medical conditions that may affect their ability to serve.
8. All volunteers and partners working together under this agreement are empowered to identify and immediately rectify safety concerns. If at any time, either APPA, ATC or {Club}, identifies a condition that may lead to a volunteer being in danger to him/herself or others, an alternative activity will be identified and the volunteer will be redirected. In cases where an alternative activity cannot be identified, or the endangering behavior is so egregious as to not warrant accommodation, the volunteer will be released from service.
9. If a volunteer is ever injured during the performance of their duties as described, it is essential that APPA is notified accordingly and that the injury is documented in accordance with policy and procedures.
10. Travel time from the volunteer's home to the project site parking area (commuting time), is not covered by this agreement. The project site parking area is defined as the Trail rendezvous point for volunteers where vehicle travel ends. Hiking from the parking area to the specific project site where work will take place is covered by this agreement. Volunteers who are picking up and delivering supplies and materials to the project site are covered by this agreement.
11. APPA, ATC, and {club} recognize that users of the A.T. may occasionally perform the beneficial services such as trash collection, unplanned phenology monitoring, or other tasks included in the attached descriptions of services while recreating on the Trail. These users will only be considered volunteers if the primary intent of the A.T. use is/was volunteer service and they have coordinated their service with {Club} such that {Club} has the opportunity to provide oversight for the service activity and to coordinate the activity with the land management partner.
12. Minors must be individually signed up using OF-301a with parental or guardian consent in advance of volunteer activities. Activities involving minors must include either parental/guardian supervision or reliable partner organizations that have liability insurance and proven records as outreach leaders. {Club} is responsible for ensuring that activities involving minors include training and mandatory background checks of outreach leaders.
13. {Club} will develop their own Check-in/Check-out procedures based on best-practices contained in ATC's Check-in/Check-out Communication Policy and in consultation with USFS, ATC, and APPA. {Club} volunteers must check-in and out with someone, but that someone does not have to be a land management agency employee. The check-in/check-out procedures will provide a response protocol should volunteers encounter a situation that prevents them from returning at the expected time. {Club} will make partners aware of their procedures so that all organizations can work together to keep volunteers safe. ATC has sample Check-in/Check-out Communication Planner resources on its website at www.appalachiantrail.org/volunteer.
14. All tools and supplies must meet NPS safety standards, the requirements of the applicable JHAs, and be maintained and in good working order. The risk of damage to tools or necessary replacement of tools is the responsibility of the owner of the tool(s) or supplies.
15. {Club} is responsible for developing and sharing an emergency response plan that works for their organization and is well understood and easy to use by volunteers in case of an

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emergency. ATC provides example emergency response plans, including what to do in the case of an injury, on their website at www.appalachiantrail.org/volunteer.

16. All A.T. volunteer programs should be free from discrimination, on the basis of race, color, national origin, age, sex (including pregnancy, gender identity, and/or expression), sexual orientation, religion, disability, political beliefs, military service, and marital or family status. All A.T. volunteers have the right to: be treated with respect; a workplace free of harassment; and a workplace free of hostile conditions.
17. This volunteer agreement will be in effect on the date signed by APPA, ATC, and {Club} and will remain in effect for five years from that date. The agreement will be reviewed annually by APPA, ATC, and {Club}, and any subsequent amendments or modifications will be by mutual consent of all partners.

Acceptance by the {Club}

Club Official

Acceptance by NPS

____ APPA Superintendent or Designee

Acceptance by ATC

CEO/President or Designee

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. <input type="checkbox"/> INDIVIDUAL		2. <input type="checkbox"/> GROUP	
3. NAME OF AGENCY		4. AGREEMENT #	
5. NAME OF VOLUNTEER (First, Last)		6. U.S. CITIZEN OR PERMANENT RESIDENT <input type="checkbox"/> Yes <input type="checkbox"/> No, list visa type _____	
7. NAME OF GROUP		8. NAME OF GROUP CONTACT (First, Last)	
9. STREET ADDRESS		10. CITY, STATE, ZIP CODE	
11. EMAIL ADDRESS		12. PHONE Home: Mobile:	
		13. AGE <input type="checkbox"/> Under 15 <input type="checkbox"/> 15 - 18 <input type="checkbox"/> 19 - 25 <input type="checkbox"/> 26 - 35 <input type="checkbox"/> 36 - 54 <input type="checkbox"/> 55 and Older	
14. ETHNICITY & RACE (Optional): Please report both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.			
14a. Ethnicity (Select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		14b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
		14c. Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		14d. Do you have disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY CONTACT INFORMATION			
15. NAME (Last, First)		16. PHONE Home: Mobile:	
		17. EMAIL ADDRESS	
18. STREET ADDRESS		19. CITY, STATE, ZIP CODE	
GOVERNMENT OFFICIAL COMPLETES THIS SECTION			
20. AGENCY CONTACT NAME (Last, First)		21. AGENCY CONTACT EMAIL & PHONE	
22. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Type and Rate of Reimbursement:		23. VOLUNTEER POSITION/GROUP PROJECT TITLE:	
24. Description of service to be performed. Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc. If this is a group agreement, the leader is to provide the group name and attach a complete list of group participants or optional form 301b for each volunteer. VOLUNTEER/SERVICE ACTIVITY ABSTRACT			
25. Check all that apply: <input type="checkbox"/> Description of service attached <input type="checkbox"/> List of group participants/optional form 301b attached <input type="checkbox"/> Job Hazard Analysis <input type="checkbox"/> Valid Driver's License Verified (if required)			

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18

26. PARENT OR LEGAL GUARDIAN (First, Last)	27. PHONE Home: Mobile:	28. EMAIL ADDRESS
29. STREET ADDRESS	30. CITY, STATE, ZIP CODE	

31. 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. I give my permission for _____ to participate in the specified volunteer activity.
(NAME OF YOUTH)

32. Parent/Guardian Signature

Date

VOLUNTEER & GROUP LEADER AFFIRMATION

33. 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. 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. 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. 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 statements I have checked below are true:

- I or group leader know of no medical condition or physical limitation that may adversely affect my or members of the group ability to provide this service. If a group see attached OF301b.
- I or a member of the group have a medical condition or physical limitation that may adversely affect my ability to provide this service and have informed the Government Representative. If a member of a group see attached OF301b.
- I or group member do not consent to being photographed or to the release of my photographic image. If a member of a group see attached OF301b.

I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group.
(NAME OF FEDERAL AGENCY)

34. Signature of Volunteer or Group Leader

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, liability and injury compensation to the extent not covered by your volunteer group, if any.

35. Signature of Government Representative

Date

TERMINATION OF AGREEMENT

36. Agreement Terminated Date:

Total Hours Completed:

37. 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. USDA, DOI, DOC and DOD 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.

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.



Compiled Listing of Volunteer Service Descriptions

The following is a compilation of all Service Descriptions associated with volunteer work on the Appalachian National Scenic Trail (APPA). Volunteers working under a “group” Volunteer Services Agreement (Form 301A) may perform any or all of these tasks at various times.

Individual Service Description categories will also be individually available on the NPS website (www.nps.gov/appa) as well as the Appalachian Trail Conservancy (ATC) website (www.appalachiantrail.org). These can be used with 301A Volunteer Agreement Forms for instances where one-time or “episodic” volunteers are recruited to perform specific, limited tasks that do not necessitate the use of this cumulative service description list.

Job Hazard Analyses relative to the tasks undertaken should be reviewed prior to a work trip during a “tailgate” safety briefing, and associated Personal Protective Equipment (PPE) should be worn to mitigate identified hazards. Additionally, safety considerations such as proper hydration, heat-related illnesses, hypothermia, insect/animal bites and stings, and tick borne illnesses should be discussed as appropriate given the local work environment, season, and geographic location. Refer to “Tailgate Safety Resource Booklet.” (This applies to all the Service Descriptions.)

All tools and supplies must meet NPS safety standards, and the requirements of the applicable JHAs, and be maintained and in good working order. The risk of damage to tools or necessary replacement of tools is the responsibility of the owner of the tool(s) or supplies

Service Description: Trail & Facility Maintenance, Construction & Repair

Introduction

The primary purpose of this position is to carry out essential trail and facility maintenance tasks on the A.T., including trail and facility design, repair, installation, and replacement through the construction and rehabilitation of portions of A.T. facilities, along with associated facility inspections and reporting. The position is under the direction and leadership of A.T. trail-work supervisor(s), who work in consultation with ATC and land managers.

Depending on the preferences of the Trail club, positions in this category may be referred to as trail maintainer, section maintainer, section adopter, section overseer, trail master, facilities

manager, shelter maintainer, crew member, crew leader, or other designation. ***Volunteers working independently on-trail are expected to receive training from Trail club leadership, ATC, or land-manager staff .***

Duties & Responsibilities

Performs all aspects of repair, rehabilitation, construction, and maintenance tasks related to trails and facilities of assigned portions of the A.T. or official side-trails, assigned by the club's A.T. trail-work supervisor. Work may include any combination of or all of these specific tasks:

- Hiking to the work sites
- Picking up litter/debris
- Cutting annual plant growth using hand tools or motorized brush cutters or string/blade trimmers
- Mowing, walk behind and riding mower operation.
- Installing new or repairing existing sidehill/bench trail
- Building, repairing, replacing, and/or maintaining trail structures: raised treadway, turnpike, causeway, puncheon, boardwalks, cribbing/retaining walls, scree, stiles, steps, staircases, ladders, bridges, drainage dips, check-steps waterbars, drains, fencing
- Making, installing, repairing, replacing, and/or maintaining blazes and blaze posts, cairns, signs, kiosks, and associated content
- Constructing, repairing, replacing, and/or maintaining A.T. contributing facilities: shelters, privies, campsites, roads, parking areas, vistas, and associated features
- Moving heavy materials by hand, wheelbarrow, mechanized equipment, or rigging systems
- Clearing non-complex small limbs and trees with hand saws.
- Sawing: Clearing downed trees or large branches; felling trees for construction material or removing hazard trees by approved sawyers working within their certification level, using either a chainsaw or a cross-cut saw. *Chainsaw or crosscut-sawyers must hold current certification through the recognized A.T. Saw Program and hold current certifications in First Aid and CPR*
- Conducting condition assessments, site reconnaissance, and inventories of facilities such as trails, shelters, privies, campsites, roads, parking areas, vistas, and buildings, improved water sources, hazard trees
- Removing graffiti
- Planning, designing, and managing project work on A.T. facilities and associated features in consultation with trail-work supervisor, ATC staff, and land managers.
- Flagging new routes
- Rehabilitating and naturalizing social trails, user-created campsites, or work sites post-project.
- Decommissioning of trails and facilities and associated features, in consultation with trail-work supervisor, ATC staff, and/or land managers.
- Reporting work-trip accomplishments using partnership-approved format and methodology
- Maintaining and repairing hand and power tools: sharpening, rehandling, servicing,

fueling, etc.

- Performing water system inspections and/or maintenance, water-quality sampling, submitting reports, etc.
- Cleaning, organizing, and maintaining maintenance shop facilities
- Driving/transporting volunteers, staff, tools, materials, and equipment.
- Camping in remote areas, performing activities such as setting up and taking down base camps, food preparation, cleaning, etc.

Tools commonly used in trail and facility construction and repair include one or more of the following, and may require specialized training and certification: loppers, fire rake, McLeod, hazel hoe, rogue hoe, pick mattock, cutter mattock, pulaski, swing blade, shovel, hand pruner, hand saw, bow saw, paint brush, paint scraper, sledge hammer, stone buster, wedges, chisel, buckets, rock bar, straps/slings, peavey/canhook, file, rasp, plane, square, chalk line, level, laser level, wrench, utility knife, ladder, log carrier, measuring wheel, shovel, hammers, screwdriver, tin snips, circular saw, drill, wheelbarrow, fecal-contaminated shovel, pitchfork or rake used only for privy maintenance, axe, cross-cut saw, chainsaw, string/blade trimmer, brush cutter, DR Mower, side-discharge lawn mower, riding lawn mower, water sampling equipment, cable winch/rigging equipment, sign-making tools/equipment, GPS, clinometer.

Training & Resources

Appalachian Trail Design, Construction and Maintenance

Appalachian Trail Fieldbook

Trail Safe Training Program (link to future location on ATC's or APPA's website)

Tailgate Safety Resource Booklet

Essential Trail Maintenance Workshop

Trail Design & Realignment

Steps, Waterbars, and Climbing Turns Workshop

Stonework Workshop

Rigging Workshop

Sawyer Training

Tool Care & Maintenance Workshop

Bloodborne Pathogen Training

First Aid/CPR

Hazard Tree Identification Workshop

Signs and Blazing Workshop

Manufacturer's information/manuals for motorized equipment.

Planning Projects Workshop

Crew Fit

Driver Workshop on transporting volunteers, tools, equipment, or pulling trailer

NEPA Section 106

NPS Orientation

Physical Demands: Trail and facility construction and repair are generally arduous and demanding physical tasks. In general, construction and repair involves frequent stooping, lifting,

reaching, bending, carrying, and repetitive motion. Distances walked may frequently exceed several miles per day, on a variety of terrain on and off trail, often while carrying tools or other equipment. At times, tasks may require the ability to lift or move moderate to heavy weight. Trail and facility construction and repair workers should have hiking and map-reading experience along with Leave No Trace™ awareness, unless they are part of a work group where this guidance is provided during orientation to the workday.

Working Conditions: Trail and facility work occurs outside in a variety of weather conditions that may range from mild to intense. Types of weather may include hot, humid, wet, windy, and cold. Work occurs across uneven terrain, including hills, slopes, grades, and wetlands, in both forested and open areas. Exposure to long periods of sunlight, precipitation, wind, dust, dirt, insects, irritating or poisonous plants, motor noise, exhaust, or gas/paint fumes is possible.

Service Description: **Corridor Monitoring**

Introduction

The purpose of this position is to monitor the Appalachian Trail corridor for existing and potential encroachments and to maintain the exterior corridor boundary survey lines and monuments. Monitors serve as a consistent, watchful presence in the eyes of both adjacent landowners and the general public.

Based on the preferences of the Trail club, this position may be referred to as a corridor monitor, boundary monitor/maintainer, corridor steward, or other designation.

There also may be a position of corridor monitor coordinator, overseer of lands, lands supervisor, or other designation depending on the Trail club with which they are affiliated. The responsibility of that position is to lead the efforts of the monitoring program at a club level to identify and mitigate actual and potential encroachments.

Duties & Responsibilities

The *A. T. Corridor Stewardship Field Book* includes specific details on the tasks outlined below.

All monitors are expected to either attend a Corridor Stewardship training, or to receive individual training from club leadership or ATC staff.

- Monitor the corridor by regularly walking the boundary (both on and off trail), locate monuments and witness trees, and report actions and findings
- Maintain the exterior corridor boundary survey lines through posting approved signs, clearing vegetation, locating monuments, repainting blazes, and reattaching loose rock tablets, and/or monument caps
- Mitigate encroachments by removing trash, brushing-in unsanctioned access to the corridor, installing metal fence posts and signs to indicate the boundary (where agreed upon by partners), and dismantling, removing, and arranging for the storage of abandoned tree stands or other unapproved structures that have been posted with “30-day notices” for more than 30 days.
- Reporting: submit accurate and timely reports of potential or actual encroachments.

Document the existing boundary conditions, missing reference trees, and condition of monuments.

- Maintain professional relations with Trail neighbors and/or owners and occupiers of adjoining lands
- Remove graffiti on natural or facility surfaces
- Task, as assigned, may include other activities contained in the Trail & Facilities Maintenance, Construction & Repair service description.

Corridor Monitor Coordinator duties include those listed above and:

- Provide support to and regular communication with all partners
- Recruit and train new monitors on tasks
- Maintain and retain detailed records
- Coordinate resolution of encroachments as appropriate based on the Encroachment Flow Chart
- Prepare and submit to ATC the required annual summary report of corridor monitoring/maintenance activity for the calendar year

Tools commonly used in corridor monitoring include compass, maps, survey plats, writing instrument or note-taking app, camera, loppers, hand saws, hammer, nails, paint brushes, hedge-trimmer, shovel, metal detector, brush-cutter, handheld GPS unit, drill, paint scraper, string trimmer, mower, home computer.

Training and resources

- *A.T. Corridor Stewardship Field Book*
- Boundary Resources found on ATC website (appalachiantrail.org/home/volunteer/toolkit-for-trail-clubs/boundary-resources)
- Introduction to Boundary Monitoring training
- Advanced Corridor Monitoring training
- ATC Corridor Stewardship Program Easement Monitoring Practices
- Tick-borne Illness Awareness Workshops
- Tool Care and Maintenance
- *Tailgate Safety Resource* booklet
- NEPA/Sec 106
- NPS Orientation

Physical Demands associated with corridor monitoring range from light exertion to physically demanding work depending on the task. In general, tasks involve frequent stooping, lifting, reaching, bending, carrying, and repetitive motion as well as sitting for long periods. Distances walked may exceed several miles per day, often while carrying tools or other heavy equipment, both on and off trail. At times, tasks may require the ability to lift or carry moderate or heavy weight. Corridor monitors should have hiking, map and compass use experience as well as Leave No Trace™ awareness, unless they are part of a work group where this guidance is provided during orientation to the workday.

Working Conditions for corridor monitors vary widely. The work can be done outdoors in any weather ranging from very hot to very cold, humid to snowy. Monitors are expected to be aware of the weather conditions that they will encounter on a given work day and to prepare accordingly. Work occurs off trail on uneven terrain in open and forested areas including hills, cliffs, rocky outcrops, scree fields, and wetlands. Exposure to long periods of hot or cold

temperatures, sunlight, precipitation, wind, dust, dirt, irritating or poisonous plants, motor noise, exhaust, and paint fumes is possible. Reporting work may occur indoors and may involve sitting, typing, and talking on a telephone for long periods.

Service Description: **Administration and Leadership Volunteer**

Introduction

Based on club and/or organizational structure, this position may encompass any number of titles associated with the work outlined below. The primary purpose of this position is to ensure the vital organizational structure that supports the effective stewardship and proactive protection of the Appalachian Trail by volunteers.

Duties & Responsibilities

Perform aspects of administration, planning, leadership, communications, reporting, and coordination of assigned program areas pertaining to the Appalachian Trail. Work may include any combination of or all of these specific tasks. ***Certain training and/or certification requirements may apply.***

- Administrative duties: Any activity that is office-based in nature, including record-keeping and documentation tasks; entering, updating, and tracking membership or volunteer data; writing minutes of meetings, articles for newsletters, social media, media relations, or other journaling tasks; ordering, purchasing, inventorying, or sorting office supplies or other such materials; website maintenance; general correspondence; and mailings.
- Communications and photography: Visual or written communications, photography, videography (digital or otherwise), and editing that is specifically undertaken in support of Trail business. (Time spent by volunteers taking photos strictly for personal enjoyment should not be recorded as volunteer hours under this category).
- Board position or other leadership: Any activity to support the guidance and operation of your organization in managing the A.T. as outlined within the by-laws or other organizational structure.
- ATC Stewardship Council: Serving as a subject-matter expert or resource advisor on policy and management directions for the A.T.
- ATC Regional Partnership Committee: Serving as a representative from a Trail club to ATC as a means of guiding priorities, reviewing and commenting on Trail policy proposals, gaining and providing information, and sharing resources with other clubs.
- Partnership meetings: Participating in meetings held with local management partners to define priorities, discuss shared interests, plan projects, and maintain agreements.
- Coordinating and partnering with A.T. Communities and other organizations or groups to support the A.T. through volunteerism, events, education, or other activities.
- Tool and PPE Care: Tasks related to the maintenance, storage, distribution, cleaning, repair, or inventory of tools or personal protective (PPE) gear.
- Food service: Volunteer time related to the purchase, preparation, serving, or clean-up

of meals/food associated with Trail meetings, work days, facility caretaking, or other events.

- Crew leadership in the field: The direct oversight and management for the coordination of volunteers, including ensuring appropriate training, safety and reporting.
- Volunteer coordination: Recruitment, project assignment, oversight, appropriate training, recording volunteer hours, reporting, and volunteer recognition.
- Monitoring compliance with applicable certification requirements and coordinating opportunities for recertification.
- Reviewing and editing maps and guidebooks.
- GIS/Mapping: Any activity in the field or office setting which involves GPS and/or mapping of the Trail.
- Project planning related to identifying, prioritizing, and/or securing funding for program projects, including advanced logistics for work trips and projects.
- Transportation of crew members or equipment related to specific project objectives.
- Training: Either as a participant or as a qualified instructor.
- Reporting accomplishments.

Tools commonly used in Administration and Leadership work include the one or more of the following: Computer, GPS, camera, grinder, files, and other tool-sharpening equipment, or kitchen equipment.

Training & Resources

Volunteer Leadership Meeting

Volunteer Leadership Handbook

Operational Leadership

Trail Safe Training Program

Reporting app

Introduction to Cooperative Management

Manufacturer's information/manuals for motorized equipment

NEPA/Sec. 106

NPS Orientation

Physical Demands involved with Administration and Leadership work range from light exertion to moderately demanding physical labor depending on the task. In general, tasks may involve working at a computer, attending meetings, frequent stooping, lifting, reaching, bending, carrying, and repetitive motion. Distances walked may frequently exceed several miles per day on or off trail, often while carrying tools or other equipment. At times, tasks may require the ability to lift or move moderate to heavy weight.

Working Conditions for Administration and Leadership are often indoors, though some tasks may be outside in a variety of weather conditions that may range from mild to intense. Types of weather may include hot, humid, wet, windy, and cold. Work occurs across uneven terrain, including hills, slopes, grades and wetlands, in both forested and open areas. Exposure to long periods of sunlight, precipitation, wind, dust, dirt, insects, irritating or poisonous plants, motor

noise, exhaust, or gas/paint fumes is possible.

Service Description: **Natural/Cultural Resource Volunteer**

Introduction

The primary purpose of Natural Resource volunteers is to monitor plants and animals, including rare and non-native, invasive species (NNIS); track environmental trends such as forest health and phenology; control NNIS through manual, mechanical or chemical techniques; maintain open areas for cultural resource preservation, wildlife habitat, and scenic value. Based on assignment, this position may also be called environmental monitor, phenology monitor, etc.

The primary purpose of Cultural Resource volunteers is to monitor or preserve cultural resources of the Appalachian Trail.

Duties & Responsibilities

Performs aspects of natural or cultural resource protection on portion(s) of the A.T., its management area, its facilities, or official side trails, assigned by the Trail club's conservation coordinator or similar position, or the Appalachian Trail Conservancy. Work may include any combination of or all of these specific tasks. ***Certain training and/or certification requirements may apply.***

- Hiking to the work section
- Monitoring and reporting rare plants, non-native, invasive species, and environmental trends such as forest health and phenology
- Controlling invasive plant infestations by hand
- Controlling invasive plant infestations mechanically
- Applying herbicides to invasive plant infestations *Requires a herbicide applicator license or licensed supervisor and approval from land manager for use.*
- Cutting annual plant growth at open areas or at vistas using: hand tools; motorized brush cutters or string/blade trimmers; and/or walk-behind or riding mowers or tractors
- Sawing to clear new tree growth from open areas or vistas. May be done with a handsaw or with a motorized saw. *Chainsaw or crosscut-sawyers must hold current certification through the recognized A.T. Saw Program and hold current certification in First Aid and CPR.*
- Assigned duties related to open areas management using grazing/browsing.
- Monitoring water quality at streams, creeks, and other water sources
- Monitoring air quality, visual resources, night skies, natural sounds and other environmental factors
- Monitoring and reporting on identified cultural resource sites for condition.
- Investigate and document cultural history of identified sites

- Maintain identified cultural sites through appropriate cleaning, repair, and maintenance processes
- Maintain professional relations with Trail neighbors and/or SUP holders
- Task, as assigned, may include other activities contained in the Trail & Facilities Maintenance, Construction & Repair service description.

Tools commonly used in Natural/Cultural Resources work include one or more of the following, and may rely on specialized training and certification: loppers, hazel hoe, pick mattock, cutter mattock, pulaski, shovel, hand pruner, hand saw, bow saw, axe, cross-cut saw, chainsaw, string/blade trimmer, brush cutter, weed wrench, DR Mower, side-discharge lawn mower, riding lawn mower, tractor with brush hog, paint brush, hand sprayers, herbicide, backpack sprayer, EZ Jet Lance, camera & tripod, compass & map, GPS unit, acoustical monitoring equipment, wildlife counters.

Training & Resources

- ANST Resource Management Plan
- Rare Plant Monitor Training and report forms
- NEIS Monitor Training
- Phenology Monitoring Workshop
- Tool Care & Maintenance
- Tree Identification and Pest Infestation Workshops
- Tickborne Illness Awareness Training
- Sawyer Safety Training
- Manufacturer's information/manuals for motorized equipment
- Tailgate Safety Resource Booklet
- Plant identification guides
- Herbicide SDS sheets (formerly MSDS sheets)
- GPS/Map and Compass Training
- NEPA/Sec 106
- NPS Orientation

Physical Demands involved with Natural/Cultural Resource Management work range from light exertion to demanding physical labor depending on the task. In general, tasks involve frequent stooping, lifting, reaching, bending, carrying and repetitive motion. Distances walked may frequently exceed several miles per day, on or off trail, often while carrying tools or other equipment. At times, tasks may require the ability to lift or move moderate to heavy weight. Natural/Cultural Resource volunteers should have hiking and map-reading experience along with Leave No Trace™ awareness, unless they are part of a work group where this guidance is provided during orientation to the workday.

Working Conditions for Natural/Cultural Resources Management are often outdoors in a variety of weather conditions that may range from mild to intense. Types of weather may include hot, humid, wet, windy, and cold. Work occurs across uneven terrain, including hills, slopes, grades and wetlands, in both forested and open areas. Exposure to long periods of sunlight,

precipitation, wind, dust, dirt, insects, irritating or poisonous plants, herbicides and other chemicals to control invasives, motor noise, exhaust, or gas/paint fumes is possible. Some tasks may be indoors, and range from light exertion to moderately demanding physical labor depending on the task. In general, tasks may involve working at a computer, attending meetings, frequent stooping, lifting, reaching, bending, carrying, and repetitive motion.

Service Description: **Education, Outreach, Interpretation Volunteer**

Introduction

Based on club and/or organizational structure, this position may encompass any number of titles associated with the work outlined below. The primary purpose of this position is to ensure opportunities to raise awareness for and connection with the Appalachian Trail and its associated organization(s), and to educate for and inspire responsible use by visitors.

Duties & Responsibilities

Perform aspects of connecting with new and existing audiences, representing the Trail and its partners, providing information, and connecting people with the Trail and its resources to enhance the use, enjoyment, and protection of the A.T. Work may include any combination of or all of these specific tasks. ***Certain training and/or certification requirements may apply.***

- A.T. Hike Leadership, including advanced scheduling, program planning, and safety
- Attending events to promote awareness for the Appalachian National Scenic Trail and its network of partners and volunteer opportunities.
- On-Trail visitor education to encourage and promote desired wildland ethics among visitors by offering interpretation on the natural or cultural significance and sharing best-practices for enjoying the Trail responsibly. *Task, as assigned, may include maintenance activities contained in the Trail & Facilities Maintenance, Construction & Repair service description.*
- Data collection for visitor use management purposes.
- Preparing or providing food and drink at public events
- Proactively engaging social, cultural, and age diverse communities.
- Staffing a visitor information center: Interacting with visitors, providing information, answering telephones, etc.
- Selling, packaging, or otherwise distributing maps, guidebooks, and other materials relevant to the Trail.
- Communications and photography: Visual or written communications, photography, videography (digital or otherwise), and editing that is specifically undertaken in support of Trail business. Individuals who wish to photograph for personal purposes should do so outside of their volunteer duties and must follow policies and procedures applicable to the general public.
- Reporting accomplishments.

Tools commonly used in education, outreach, interpretation work include one or more of the

following: computer, telephone, camera, folding table, digital projector, portable screen, portable sound system, hiking and backpacking equipment.

Training & Resources

- Hike Leadership Training
- First Aid/CPR
- Leave No Trace™ Training
- Working with Youth Training
- Hiker Educator Course and Curriculum
- Trail Safe Training Program
- Reporting app
- Ridgerunner/Caretaker/Ambassador Training (includes making public contacts safely)
- Visitor Center Operations Training
- Introduction to Cooperative Management
- Resource reports and/or fact sheets
- ANST Resource Management Plan
- NPS Orientation

Physical Demands involved with Education/Outreach/Interpretation work range from light exertion to demanding physical labor depending on the task. In general, tasks may involve use of computers and office equipment, frequent stooping, lifting, reaching, bending, carrying and repetitive motion. Distances walked may frequently exceed several miles per day, often while carrying tools, camping gear, or other equipment. At times, tasks may require the ability to lift or move moderate to heavy weight. Standing for long periods of time both indoors and outdoors.

Working Conditions for Education/Outreach/Interpretation tasks may include being outside in a variety of weather conditions that may range from mild to intense. Types of weather may include hot, humid, wet, windy, and cold. Work occurs across uneven terrain, including hills, slopes, grades and wetlands, in both forested and open areas. Exposure to long periods of sunlight, precipitation, wind, dust, dirt, insects, irritating or poisonous plants, motor noise, exhaust, or gas/paint fumes is possible.