



**PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18**

28. NAME	29. PHONE	30. EMAIL ADDRESS	
31. STREET ADDRESS, APT #	29. CITY	30. STATE	31. ZIP CODE

32. I affirm that I am the parent/guardian of the abovenamed 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.

33. (NAME OF YOUTH)

34. Parent/Guardian Signature	Date
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**VOLUNTEER & GROUP LEADER AFFIRMATION**

- 35.  I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as otherwise provided by law. 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.
- I know of no medical condition or physical limitation that may adversely affect my (or members of the group's) ability to provide this service. (If a group, see attached OF-301b)
- I consent to being photographed and to the release of my photographic image. (If a group, see attached OF-301b)

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

DocuSigned by:  Anne Mais 1213177015420	10/4/2024   12:38:36 PM PDT
36. Signature of Volunteer or Group Leader	Date

The abovenamed 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.

DocuSigned by:  1213177015420	10/28/2024   2:01:15 PM EDT
37. Signature of Government Representative	Date

**TERMINATION OF AGREEMENT**

38. Agreement Terminated Date:	Total Hours Completed:
39. Signature of Government Representative:	

**PUBLIC BURDEN STATEMENT**

Completing this form is voluntary, but failure to provide the information will prevent program participation. 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 1093-0006. 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 the Interior (USDOL), U.S. Department of Agriculture (USDA), U.S. Department of Defense (USDOD), and U.S. Department of Commerce (USDOC) are equal opportunity providers and employers and 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 of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DOI Section 508 Program via email at section508@ios.doi.gov or phone (202) 208-1530.

**PRIVACY ACT STATEMENT**

Collection and use is covered by Privacy Act System of Records INTERIOR/DOI-05 Interior Volunteer Services File System (which may be viewed at <https://www.doi.gov/privacy/doi-notices>) and OPM/GOVT-1 General Personnel Records (which may be viewed at <https://www.opm.gov/information-management/privacy-policy/#url=SORNs>) 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 information is used to identify persons interested in participating in a government volunteer program, managing the volunteer program, including tort claims and injury compensation. Records or information contained in this system may be disclosed outside the agencies participating in this program as a routine use pursuant to 5 U.S.C. 552a(b)(3). Completing this form is voluntary, but failure to provide the information will prevent program participation.

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

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 Mount Rogers Appalachian Trail Club (MRATC) 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, from the Tennessee/Virginia boundary north to the South Fork of the Holston River (Rte. 670 in Teas, VA), is found in the attached Cumulative Volunteer Service Description. Additional details on the club's section:

MRATC maintains 59.4 miles of the Appalachian Trail from the TN/VA line 3.5 miles south of Damascus, VA north to the South Fork of the Holston (Rte. 670 in Teas, VA), including blue blazed trails from the AT to shelters and water sources. The club's assigned maintenance portion of the AT that lies in Grayson Highlands State Park (about 2.5 miles), plus one shelter (Wise Shelter), two privies near the shelter, and a side trail to a water source near the shelter.

Special Provisions:

1. APPA, ATC, and MRATC 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 MRATC 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. MRATC 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. MRATC 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 MRATC will recruit, train, register, and coordinate volunteers on behalf of MRATC, ATC, and APPA. Official Representative positions will be defined by the club and provided as an appendix to this document.


APPA, ATC, and MRATC, Sponsored Group Volunteer Agreement, Official Club  
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6. MRATC will make the following information available to volunteers through ATC's website on safety found at <http://www.apalachiantrail.org/volunteer/safety>: (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.
7. MRATC 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 MRATC, 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 MRATC 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 MRATC such that MRATC 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. MRATC is responsible for ensuring that activities involving minors include training and mandatory background checks of outreach leaders.
13. MRATC 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. MRATC 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. MRATC 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/safety](http://www.appalachiantrail.org/volunteer/safety).

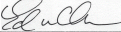
APPA, ATC, and MRATC, Sponsored Group Volunteer Agreement, Official Club  
Preamble to Volunteer Service Descriptions

- 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. MRATC 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 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/safety](http://www.appalachiantrail.org/volunteer/safety).
- 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 MRATC and will remain in effect for five years from that date. The agreement will be reviewed annually by APPA, ATC, and MRATC, and any subsequent amendments or modifications will be by mutual consent of all partners.

Acceptance by the MRATC


DocuSigned by:  
  
 A271317DD012420...

Acceptance by NPS

DocuSigned by:  
  
 F07D8756856435...

Club Official Signature and Date 10/4/2024 | 12:38:36 PM PDT APPA Superintendent and date 10/28/2024 | 2:01:15

Acceptance by ATC

DocuSigned by:  
  
 28A12540F2D44FF...

CEO/President or Designee and date 10/28/2024 | 3:29:15 PM EDT

GROUP NAME: Mount Rogers Appalachian Trail Club

AGENCY NAME: National Park Service, Appalachian National Scenic Trail

OMB no. 0596-0080  
DATE: 4/12/2024

## Volunteer Service Agreement—Natural & Cultural Resources

## Volunteer Sign-up Form for Groups

All volunteers that participate with an organized group on an episodic volunteer project on a unit of a public lands agency must be signed up on this form. By signing this form you agree to the terms of the project as defined in the attached Volunteer Service Agreement and affirmed by the organization and federal agency represents. Volunteers under age 18 must complete a Volunteer Service Agreement—Natural & Cultural Resources and must be signed by the parent or guardian. Please indicate your willingness (yes) or unwillingness (no) for the Agency to use your photographic, video or audio images in performance of volunteer duties.

**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 1.9 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.

Project Title: Appalachian National Scenic Trail Club work described in Volunteer Service Description		Agency: National Park Service, Appalachian National Scenic Trail			
Group Name: Mount Rogers Appalachian Trail Club		Agency Contact Name (First, Last):			
Group Contact Name (First, Last): Anne, Maio		Telephone: (276) 698-6582	Ed W. Clark		
Email: trailsamkm@aol.com		Telephone: phone	Email: Ed_W_Clark@nps.gov		
#	Volunteer Name (First, Last)	Signature	Telephone Number	Email Address	Photo Release
1	Marcia, Pruner	<i>Marcia Pruner</i>	(276) 614-5504	pruner.mpruner@yahoo.com	Yes
2	David, Wilson	<i>David L. Wilson</i>	(757) 817-8436	bigringgios@gmail.com	Yes
3	Stephen, Mason	<i>Stephen W Mason</i>	(703) 759-1691	masontrailhead@gmail.com	Yes
4	M., Colt	<i>M. Jude Colt</i>	(508) 209-4569	jude.animalia@gmail.com	Yes
5	Steve, Ferris	<i>Steve Ferris</i>	(304) 952-9997	Steveferris1@me.com	Yes
6	Michael, Pivrotto	<i>Michael A Pivrotto</i>	(843) 368-2001	mikeandjudyp@yahoo.com	Yes
7	Maria, Salgado	<i>Maria Salgado</i>	(912) 531-0355	salgado1914@gmail.com	Yes
8	Bunny, Medeiros	<i>Bunny Medeiros</i>	2766764325	bunnymed@hotmail.com	Yes
9	Frank, de Nobriga	<i>Frank de Nobriga</i>	(423) 946-6061	frankdenob@gmail.com	Yes
10	Andrew, Gallacher	<i>Andrew Gallacher</i>	5854095733	drew.58@live.com	Yes

GROUP NAME: Mount Rogers Appalachian Trail Club

AGENCY NAME: National Park Service, Appalachian National Scenic Trail

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11	Leah, Wilson	<i>Leah Wilson</i>	(276) 477-3956	lmwilson@ehc.edu	Yes
12	Janet, Gibbons	<i>Janet M Gibbons</i>	(540) 230-8391	gibbonsjanet131@gmail.com	Yes
13	Tyler, Irving	<i>Tyler irving</i>	(276) 477-3073	Tyirving@ymail.com	Yes
14	Becky, White	<i>Becky Q White</i>	8045437847	bwhite8978@gmail.com	Yes
15	Max, Guggenheimer	<i>Max Guggenheimer, III</i>	(828) 263-7639	Guggenheimer.max3@gmail.com	Yes
16	Doug, Levin	<i>Doug Levin</i>	(276) 274-3507	doug_levin65@hotmail.com	Yes
17	Brian, Allgood	<i>Brian Allgood</i>	(276) 698-7245	Brianallgood@hotmail.com	Yes
18	Emily, Mayo	<i>Emily Mayo</i>	(606) 615-0277	emayo1991@yahoo.com	Yes
19	Rachel, Dwyer	<i>Rachel Dwyer</i>	(941) 725-2004	rachel.riman@gmail.com	Yes
20	Edith, Bobko	<i>Edith S. Bobko</i>	2762022762	edithanne@hotmail.com	Yes
21	Patricia, Hensley	<i>Patricia / Hensley</i>	(864) 979-2232	successfulteaching@gmail.com	Yes
22	Gerald, Davis	<i>Gerald R Davis</i>	(704) 840-2182	girdavis53@mac.com	Yes
23	Mary, Davis	<i>Mary Beth Davis</i>	(704) 840-2184	Hokiemd@vt.edu	Yes
24	Ron, Bobko	<i>Ron Bobko</i>	(276) 623-7291	remark2@comcast.net	Yes
25	Heidi, Dixon-White	<i>Heidi Dixon-White</i>	(317) 796-4282	HEDIXONW@GMAIL.COM	Yes
26	Lanny, Sparks	<i>Lanny L sparks Jr</i>	(276) 492-4781	llsparksj@gmail.com	Yes
27	Marywood, Sparks	<i>Marywood Sparks</i>	(276) 492-8322	mwsparks96@gmail.com	Yes
28	sharon, trumbley	<i>sharon q trumbley</i>	(276) 356-3683	trumbleys@hotmail.com	Yes
29	Gloria, Surber	<i>Gloria W Surber</i>	(276) 429-2286	gwsurber@gmail.com	Yes
30	Robert, Hagen	<i>Robert d Hagen</i>	(334) 494-4462	helicopterhagen@earthlink.net	Yes
31	James, Warden	<i>James A Warden</i>	(276) 944-5855	jawarden@ehc.edu	Yes

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Group Contact Name (First, Last): Anne, Maio		Telephone: (276) 698-6582	Email:		
Email: trailsamkm@aol.com		Telephone Number		Email Address	Photo Release
#	Volunteer Name (First, Last)	Signature	Telephone Number	Email Address	Photo Release
32	Carol, Broderson	<i>Carol J. Broderson</i>	(276) 235-5007	carol@ls.net	Yes
33	Jennie, Hauser	<i>Jennie W Hauser</i>	(919) 612-4735	jenniehauser@yahoo.com	Yes
34	FRANKLIN, WHITE	<i>FRANKLIN HAROLD WHITE</i>	(573) 529-5083	fwhite60@gmail.com	Yes
35	Felicia, Mitchell	<i>Felicia Mitchell</i>	(276) 698-7297	mitchell.felicia@gmail.com	Yes
36	Thomas, Hauser, Jr	<i>Thomas Gray Hauser, Jr</i>	(919) 329-5170	mudandflood@gmail.com	Yes
37	Anne, Maio	<i>Anne K. Maio</i>	(276) 698-6582	trailsamkm@aol.com	Yes

## APPENDICES

### **APPENDIX 1: MRATC representatives (position titles) responsible for recruiting, training and reporting:**

Trails and Boundary Coordinator

Natural Resources Coordinator

Club Recreational Activities Coordinator

Outreach Coordinator or AT Community Engagement Committee

Timekeeper (to maintain and report volunteer hours)

Membership Coordinator

### **APPENDIX 2: Identification of appropriate person at APPA to invite to club Partnership Meetings**

To identify the appropriate person at APPA to invite to MRATC Partnership Meetings, as required by **Item 1 in the Preamble**, contact the club's ATC Regional Manager or the ATC Senior Director of Partnerships and Trail Operations.

### **APPENDIX 3: Documentation of injuries**

To follow procedures in **Item 9 of the Preamble** to document injuries, see Appalachian Trail Volunteer Injury Instructions: <https://appalachiantrail.org/wp-content/uploads/2020/04/volunteer-injury-instructions.pdf>

### **APPENDIX 4: Explanation of requirements for working with minors (Item 12 in the Preamble):**

MRATC's policy is that the youth group's organization shall submit a liability insurance certificate to the club certifying that the outreach leaders have undergone background checks.

Any volunteer leader representing the club in work targeted specifically toward people under 18, including overnight activities with them, must have background checks. Contact the ATC for the background check procedure. This procedure is outlined in guidance for working with youth coming from the ATC in 2024..

This does not apply to volunteers who are serving only as subject matter experts on a project or engaging in occasional work with supervised groups of people under 18 on the trail.

### **APPENDIX 5: Link to Job Hazard Analysis documents for safety in performing volunteer tasks:**

[JHAs for use under APPA Volunteer Service Agreements are found linked here.](#)

**Appendix 6**  
**MRATC Steering Committee and Board Members, 2024**

**Steering Committee Coordinators (Elected every two years):**

Trails Coordinator & Boundary: **Doug Levin (2023-2025)**

Outreach Coordinator: **OPEN. Currently coordinated by Board and AT Community Engagement Committee. Email: mtrogersatc@gmail.com**

Natural Resources Coordinator: **Carol Broderson (2023-2025)**

Club Recreational Activities: **Heidi Dixon-White (2024-2026)**

RPC Rep. **Frank White (2023-2025)**

**Board Members (Elected every two years):**

Treasurer: **Gloria Surber (2024-2026)**

Secretary: **Edie Bobko (2024-2026)**

Director: **Ron Bobko (2024-2026)**

Director: **Gerald Davis (2024-2026)**

Director: **Janet Gibbons (2024-2026)**

Director: **Robert Hagen (2024-2026)**

Director: **Anne Maio (2022-2024)**

Director: **Nathan Marzoli (2024-2026)**

Director: **Sharon Trumbley (2024-2026)**

Director: **Jim Warden (2023-2025)**

**Other club task coordinators (appointed annually):**

RPC Alternate: **Gerald Davis**

Membership: **Sharon Trumbley**

Timekeeper: **Ron Bobko**

Newsletter Editor: **Edie Bobko**

Website: **Pat Hensley**

Facebook: **Mary Davis**

Administrative Asst.: **Anne Maio**

AT Communities:

Abingdon: **Nathan Marzoli**

Damascus: **Robert Hagen**



## **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](http://www.nps.gov/appa)) as well as the Appalachian Trail Conservancy (ATC) website ([www.appalachiantrail.org](http://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](http://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.