

**USFS Mt. Rogers National Recreation Area and the Mount Rogers Appalachian Trail Club,
Sponsored Group Volunteer Agreement,
Official Club Preamble to Volunteer Service Descriptions**

1/5/2023

The intent of this group Volunteer Service Agreement (VSA) 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 (A.T.). The US Forest Service is an active and equal partner in the Cooperative Management System (CMS) for the AT, which is defined by the relationship between the Appalachian Trail Conservancy, National Park Service, 31 AT maintaining clubs, and AT land managing agency, in this case the US Forest Service. All applicable CMS partners together are responsible for the success of this agreement.

A description of Volunteer Services for work performed is found in Appendix 1, Cumulative Volunteer Service Description and the identification of MRATC's trail section and a list of trail assets are in Appendix 2.

Following CMS tradition, and under the guidance of the 2014 NPS Cooperative Agreement, The NPS and ATC jointly serve as a "volunteer center" for the Appalachian 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. The US Forest Service acknowledges and appreciates these roles while remaining the responsible deciding official for all operations on US Forest Service managed lands. Where A.T. volunteerism and management on US Forest Service managed lands is concerned, the NPS and ATC provide support and guidance as partners in the CMS. In particular, with respect to this agreement, the Appalachian Trail Conservancy (ATC) will function in a communications, coordinating, advisory, and support role to all partners.

Together, this group VSA and the Cumulative Volunteer Service Description is to honor the CMS and create as much consistency in volunteer management along the A.T. as possible. NPS, ATC, a select group of A.T. Trail Maintaining Club leadership developed the Service Descriptions in consultation with the US Forest Service Southern Regional Office. The team went the additional step of developing NPS-based comprehensive Job Hazard Analysis (JHA) documents tied to the Service Descriptions. All documents are available on www.nps.gov/appa and <https://appalachiantrail.org/get-involved/volunteer/safety/>. The USFS MRNRA and MRATC are encouraged to adopt/use the Service Descriptions and JHA documents to the extent practicable on US Forest Service managed lands. Where US Forest Service Health and Safety Code practices are more conservative than represented in the NPS/ATC JHAs, however, US Forest Service practices will prevail.

The Forest Service expects all its representatives, including volunteers, to adhere to civic-minded principles in their personal conduct and to exhibit a high degree of personal integrity. Acceptable conduct involves sincere respect for the rights and feelings of others and the assurance their personal conduct will not harm or be considered discriminatory to other volunteers, employees, or the Forest Service—or cause an unfavorable reaction from the public.

People serving as Forest Service volunteers may not fight, use derogatory language, or participate in discrimination, sexual harassment, or violent or threatening behavior.

All Forest Service volunteers have the right to: be treated with respect; a workplace free of harassment; and a workplace free of hostile conditions.

USFS MRNRA and MRATC, Sponsored Group Volunteer Agreement, Official Club Preamble to
Volunteer Service Descriptions

The USFS MRNRA and MRATC will work to ensure all volunteers are aware of their rights and responsibilities, and will inform volunteers of the agency's anti-harassment policy and the information found on <https://www.fs.fed.us/about-agency/anti-harassment-policy>. Volunteers will be informed of the Forest Service's Harassment Reporting Center and will be given the number, (844) 815- 8943, in case they encounter a need to report an incident.

Special Provisions:

1. The USFS MRNRA and MRATC will meet (at a minimum) annually to coordinate tasks related to this agreement. A work plan will be developed and approved by both parties at the annual meeting and will include identification of priorities, work to be performed, and support needs. During annual meetings, the USFS MRNRA and MRATC will make a special point of discussing the natural and cultural resource management sensitivity 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 the National Forests Act of 1972, 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 Description of Volunteer Services.
3. MRATC agrees to provide an initial list of all volunteers at the outset of the agreement. (See end of this document.) The club will send a record of officers and volunteers annually and submit work trip rosters to ATC and the USFS MRNRA upon request. Rosters include regular and episodic volunteers.
4. Official Representatives of MRATC will recruit, train, register, and coordinate volunteers on behalf of MRATC and the US Forest Service. Official Representatives will be defined by the club and provided as Appendix 3 to this document. Official Representatives will keep trip rosters with volunteer signatures for each work event in order to document who volunteered at that time. Upon request, rosters will be provided to the US Forest Service as soon as possible, preferably within no more than 3 business days. Rosters will be retained for at least one year after the work trip and will serve as proof of a volunteer's participation in the event in case of a worker's compensation or tort claim.
5. Report to ATC regularly, or at minimum annually, the total number of individuals and volunteer hours contributed via this Volunteer Service Agreement. ATC will convey final annual report to the US Forest Service. To the extent possible, MRATC will assist the US Forest Service in annual reporting by providing the information required by the US Forest Service's database of record, VSReports.
6. MRATC will make the following information available to its Official Representatives, and will inform representatives of the information's availability on the ATC website: (1) Trail Safe training program, (2) Job Hazard Analyses related to Volunteer Service Descriptions contained within this agreement and found at appalachiantrail.org/volunteer; (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.

USFS MRNRA and MRATC, Sponsored Group Volunteer Agreement, Official Club Preamble to
Volunteer Service Descriptions

8. All volunteers and partners working together under this agreement are empowered to identify and immediately rectify safety concerns. If at any time a volunteer is found to be serving beyond his/her safe capacity or is creating a danger to him/herself or others, an alternative activity will be identified and the volunteer will be redirected. In cases where an alternate activity cannot be found, or the endangering behavior is so egregious as to not warrant accommodation, the volunteer will be released from service.
9. 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.
10. The USFS MRNRA and MRATC recognizes 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.
11. Volunteers serving in the "Education, Outreach, Interpretation Volunteer" Service Description role will coordinate their activities with MRNRA so that outreach activities to be covered by this agreement have MRNRA and MRATC concurrence as much in advance as possible. To the extent possible, activities will be included in the work plan developed per special provision 1 of this document. Agreement on outreach activities that emerge between work plan development times may be documented via e-mail or other written communication between MRNRA and MRATC. Activities covered by this agreement must reflect the intent and purpose of reaching new and/or underserved audiences or providing user information geared towards protecting natural and cultural resources and the A.T. experience. Hike leaders involved in outreach activities will be covered, but hike participants will not.
12. Minors must be 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, to the fullest extent possible, that activities involving minors reflect the existing best practices for protection of minors, including training and background checks of outreach leaders. For example, organizations like the Boy Scouts of America may be looked to for examples of best practices for child protection for outdoor activities involving minors.
13. MRATC will develop their own check-in & check-out procedures in consultation with USFS MRNRA. MRATC volunteers must check-in and out with someone, but that someone does not have to be a Forest Service employee. The check-in & check-out procedures will provide a safety net and response protocol should volunteers encounter a situation that prevents them from returning at the expected time. MRATC will make district personnel aware of their procedures so that both organizations can work together to keep volunteers safe.

USFS MRNRA and MRATC, Sponsored Group Volunteer Agreement, Official Club Preamble to
Volunteer Service Descriptions

14. Communications-

- a. Cell Phones- Cell coverage may be available in some areas. Volunteers are encouraged to use their personal cell phones for communication but to be aware that many areas do not have adequate cell coverage for communication during volunteer activities. Reimbursement is not available for minutes used during volunteer activities.
- b. USFS MRNRA Radios- MRATC may borrow Forest Service radios for workdays when volunteers' private cell phones are not adequate due to poor service coverage. The U.S. Forest Service will teach volunteers how to use the radios and will inform them of appropriate use situations, including check-in & check-out and emergency purposes.
- c. Personal Locator Beacons (e.g. SEND/SPOT devices)- USFS MRNRA may loan a device for workdays in addition to or instead of a radio, if available. The use of the device would be for check-in & check-out and emergency purposes only.

15. Personal Equipment-*b and c are optional for inclusion and should be agreed upon at the annual meeting of the district/club*

- a. Volunteers may use their own hand tools, such as loppers and small handsaws, and supplies at their own financial risk. Privately owned tools and supplies must meet safety standards and the requirements of the applicable JHAs.
- b. Specialized privately owned equipment and supplies used by volunteers under this agreement will be considered to be rented by the Forest Service at no cost when listed in {Appendix 4}. Items listed in {Appendix 4} will be treated as Forest Service equipment for the time of their use on Forest Service projects. (MRATC is not currently using any specialized equipment, so none is listed in an Appendix to this document.)
- c. The Forest Service will assume liability and/or responsibility for privately owned items listed in {Appendix 4} only when used in support of this agreement, in accordance with the applicable Job Hazard Analysis, in compliance with FSH 6709.11 , the Forest Service Health and Safety Code Handbook, and in alignment with the Volunteer Service Description. Volunteers may submit claims against the Forest Service by contacting the Albuquerque Service Center Claims Department at 877-372-7248. Refer to the "Equipment and Supplies" section of the Volunteers in the Forest Service: A Coordinator's Desk Guide, page 51, for more guidance (<http://fsweb.mtdc.wo.fs.fed.us/pubs/pdfpubs/pdf15232813/pdf15232813ppi400.pdf>).

16. MRATC is responsible for developing and sharing an emergency action 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 plans, including what to do in the case of an injury, on their website at www.appalachiantrail.org/volunteer.


17. All A.T. volunteer programs must 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.

USFS MRNRA and MRATC, Sponsored Group Volunteer Agreement, Official Club Preamble to
Volunteer Service Descriptions

18. This volunteer agreement will be in effect on the date signed by USFS MRNRA Line Officer and will remain in effect for five years from that date. The agreement will be reviewed annually by the USFS MRNRA and MRATC, and any subsequent amendments or modifications will be by mutual consent of both partners.

This document is valid for the next 3 years.

Acceptance by the MRATC



Acceptance by USFS MRNRA



Appendices:

Appendix 1. Cumulative Volunteer Service Description

Volunteer duties for member of the Mount Rogers Appalachian Trail Club include:

Maintenance, signing, blazing, patrolling, and assisting with reconstruction and construction projects on approximately 59.4 miles of the Appalachian Trail on the Mt. Rogers NRA, from the TN/VA line to VA 670 in Smyth County. Maintenance includes clearing fallen trees and brush, improving trail tread and drainage, and maintaining, replacing, and adding various trail structures. Patrolling includes picking up litter, and cleaning campsites, shelters and privies as needed. Trails covered include the white blazed AT and blue blazed trails to water sources and shelters.

Trail volunteers using chainsaws or crosscut saws on NFS lands must be trained, qualified, and certified through a Nationally Recognized Sawyer Training Course offered by the USFS or by a FS-recommended cooperater evaluator and instructor, and have current first aid and CPR certification. Sawyers should not use saws outside the limits of their certification or qualification. Chainsaw sawyers must be at least 18 years of age. Crosscut sawyers must be at least 16 years of age. Chainsaws and other power equipment are not allowed in Wilderness areas.

Proper safety equipment must be worn when using any hand or power tools, as specified in the Job Hazard Analyses specific to the task.

Other club volunteer activities include boundary monitoring and reporting and natural resource monitoring and reporting. See relevant sections of the attached Compiled Listing of Volunteer Service Descriptions for specifics of these.

Club volunteer outreach and education activities include participating in community festivals, leading hikes, and engaging youth groups, as well as communication (website, social media, newsletter and other publications). See Education, Outreach section of attached Compiled Listing of Volunteer Service Descriptions.

Club administrative activities include communication and planning with the ATC and agency partners (MRNRA and Grayson Highlands State Park). See Administration section of attached Compiled Listing of Volunteer Service Descriptions.

Appendix 2: MRATC's trail section and trail assets:

MRATC has assigned maintenance responsibility under the Appalachian Trail Conservancy for the 59.4 mile section of the AT from the TN/VA line north to Rte. 670 (Teas Rd.) in Smyth County.

Assets on this section of trail are:

Shelters: Saunders, Lost Mtn., Thomas Knob, Wise, Old Orchard, Hurricane Mtn., and Trimpi, plus privies at these locations.

Trail bridges: small trail bridge 4 miles N. of Damascus, Straight Branch Bridge, small bridge at waterfall N. of Straight Branch, Summit Cut, Quebec Branch, Little Wilson Creek So., Little Wilson Creek

N., Fox Creek, the planned new Comers Creek bridge, gully bridge So. Of Dickey Gap, and So. Fork of the Holston Bridge at Rte. 670.

Appendix 3. Official Representatives of MRATC who will register, train, coordinate, and keep records for volunteers (referenced in Special Provision 4):

Training/Coordination: MRATC Trails Coordinator or designated member of Trails Committee

Record keeping: MRATC Timekeeper

Recruitment is dispersed: much of it is done by the club's outreach activities at community events.

Appendix 4. Specialized privately-owned tools/equipment

At present, MRATC has no specialized privately-owned tools/equipment referenced in Provision 15.





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. These Service Descriptions are optional and editable. They can be tailored to meet the specific needs of the local units and partners.

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.)

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.

- amping 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 which shall be noted in the OF301a: 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 NNEIS 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.

List of MRATC Active Volunteers (trail maintainers, section monitors, or Board members) as of the date of this document (Jan., 2023):

Brian Allgood
Edie Bobko
Ron Bobko
Carol Broderson
Gerry Davis
Mary Davis
Frank de Nobriga
Rachel Dwyer
Beth Fairbanks
Steve Ferris
Judith Foster
Drew Gallacher
Janet Gibbons
Max Guggenheimer
Robert Hagen
Gray Hauser
Jennie Hauser
Pat Hensley
Tyler Irving
Doug Levin
Anne Maio
Steve Mason
Emily Mayo
Bunny Medeiros
Felicia Mitchell
Mike Pivrotto
Marcia Pruner
Maria Salgado
Brian Schmidt
Ann Marie Mack Schmidt
Chip Sparks
Marywood Sparks
Suzy Stevens
Gloria Surber
Sharon Trumbley
Jim Warden
Becky White
Frank White
Heidi Dixon-White
Leah Wilson