

## **FOTNF JOB DESCRIPTIONS**

Friends of the Tonto National Forest is involved in a wide variety of activities. We monitor riparian areas, do trail work, paint buildings and maintain recreation sites, plant desired species for wildlife benefit, remove undesired species of plants to maintain ecosystem integrity, install signs and interpretive material, survey for archaeological sites, do public outreach and education, and much more. Below are a number of job descriptions for some of these activities. If there's something you see that interests you, let us know!

### **General**

#### **Volunteer**

This position reports to the Project Team Leader.

Once recruited for a project, stay committed to your participation in it. Ensure that the Project Leader is aware of your availability and any physical or scheduling limitations you may have relative to the specific work required.

Arrive at the worksite/meeting place on time and dressed accordingly for the work and weather at hand. Bring sufficient personal supplies (e.g. food, water, sunscreen, etc.) for the day's work. If you are unable to attend a work session or other event, make sure that the project leader is aware before the day of the project.

Read, understand, and sign the Volunteer Agreement and JHA; your Project Leader will go over these with you. Be committed to working in a manner that will be safe for you and your fellow crew members. Follow the Project Leaders direction at all times.

Do not hesitate to ask questions of the Project Leader. Learn as much as you can about the nature and purpose of the project and how your contribution will further the cause.

Above all, have fun and come back to volunteer again!

#### **Project Team Leader**

This position reports to the FOTNF Board or appropriate Committee Chair.

Recruit volunteers/organizations and/or contact partners for the project. Work with the designated Forest Service contact so that the correct specs are used for whatever activities the project entails. Provide these specs to adopters/volunteer crews and ensure they have read and understand the specs.

Acquire/organize all necessary tools, safety equipment (e.g. gloves, eye and ear protection), and other necessary supplies for each project and arrange for their transportation to the worksite.

Ensure that all volunteers have understood and signed the Volunteer Agreement. Go over JHA with each trail crew and stress safety. Ensure that they and have signed the JHA. Explain the nature of the project, how it will contribute to the management of the Forest. If a project requires specialized knowledge or training (e.g. archaeological survey and site recording, milkweed planning, invasive species recognition,

etc.) ensure that your volunteers be given that information or training. Be open to questions from your volunteers and be willing to incorporate their suggestions, when appropriate, for better ways to do things. Make sure that they come away from the project with a feeling of accomplishment.

Train volunteers on the work as needed, especially safety aspects of the job. If specialized tools are needed, find training that is acceptable to the FS and require that volunteers receive that training. Make sure that they follow your directions, but don't just order them about like a bunch of employees – they hate that. Remember that they came to work with you, not for you.

Work with FS to provide first aid training to all volunteers, as appropriate.

Maintain a database of project volunteers.

Collect volunteer hours and mileage for each event and for meetings; report in Volgistics. Alternatively, provide access to Volgistics for those partners who wish to enter their own time and mileage. Periodically check to see that time and mileage are being entered into Volgistics regularly and properly.

Above all, have fun with your volunteers and don't take yourself or your position too seriously. Remember, the quality of a volunteers experience is what keeps them coming back for more.

## **ADMINISTRATIVE**

### **Equipment Manager**

This position reports to the FOTNF Executive Director. This person may want to have at least one assistant to help with the following duties:

Keep maintenance and use record for tool trailer.

Schedule routine maintenance for trailer, and make arrangements to have maintenance performed.

Maintain tool inventory.

Create and maintain tool and trailer check-out system.

Maintain tools in good working condition.

### **Outreach Coordinator**

Review existing PowerPoint and adapt as needed for presentations to various target audiences.

Look for expos, fairs, various other organization meetings for venues to give FOTNF introduction presentation. Assemble list of groups to give presentations to.

Recruit and train cadre of presenters.

Prioritize, then contact target venues to set dates for presentations.

Find corporate partners for both volunteer and funding help.

Participate in new member orientation.

Purchase and maintain inventory of FOTNF t-shirts.

Provide suggestions to FOTNF Board of “fun days” (outings for members and new recruits that don’t involve work).

Maintain FOTNF exhibit in good condition, well supplied with handouts and FOTNF brochures.

## **Group Recruiter for Adopt-A-Site Program**

Meet with District Rangers and/or Recreation Staff to document their needs for sites to be adopted.

Work with District personnel on drafting Adopt-A-Site agreements specific to each site. For guidance, use examples of sites that have been adopted. Attach specs where needed, such as for trail work or brush trimming.

Recruit groups or organizations to adopt sites. Work with them to select sites – this may involve meeting them at sites to determine which best suits their abilities and location, setting up and attending meetings between their contact person/people and district contact person, helping to draft their agreement with the Tonto.

Work with the organization and the District contact person to have a sign created recognizing the new partner. Strive for consistency on appearance of these signs, as much as is possible.

Attend their first couple of events to make sure everything goes smoothly.

Review the first event afterward with FOTNF, district contact person and/or District Ranger, and the partner what went well and what might need improvement.

Collect volunteer hours and mileage for each event and for meetings; report in Volgistics.

## **TRAIL WORK PROJECTS**

### **Trails Team Leader**

This position oversees and coordinates work of Trail Monitoring Leader and Trail Maintenance Leader.

Work with Tonto NF Trails Coordinator to divide priority trails into adoptable sections. Work closely with Tonto NF Trail Coordinator and FOTNF Trails Maintenance Team Leader so that volunteer maintenance activities are coordinated with those of any Forest or contracted trail crews.

Maintain simple database of trail sections identified above, monitoring trips, work identified in monitoring trips, trail adopters, and work assigned and completed. Provide updated versions of this database to Ranger Districts Tonto Trails Coordinator, and FOTNF Board.

Seek partners who will adopt trail sections. Work with Ranger Districts and Tonto Trails Coordinator to post recognition signs that have a consistent appearance.

Seek corporate partners and grants to fund trail work.

## **Trails Monitoring Team Leader**

This position reports to the FOTNF Trails Team Leader.

Recruit volunteers/organizations, and/or contact partners recruited by the Trails Team Leader, to collect trail condition information

Use ArcCollector app to standardize information collected.

Train volunteers to use the app and work in the field with them their first trip or two, until they are comfortable using the app.

Work with FS to provide first aid training to all trail monitor volunteers.

Maintain a database of trail monitoring volunteers.

Collect volunteer hours and mileage for each event and for meetings; report in Volgistics. Alternatively, provide access to Volgistics for those partners who wish to enter their own time and mileage. Periodically check to see that time and mileage are being entered into Volgistics regularly and properly.

## **Trails Maintenance Team Leader**

This position reports to the FOTNF Trails Team Leader.

Recruit volunteers/organizations and/or contact partners recruited by the Trails Team Leader, to perform trail maintenance. Work with the Forest Trails Coordinator so that the correct specs are used for specific trails. Provide these specs to adopters/volunteer trail crews and go with them at least their first couple of trips to ensure they have read and understand the specs.

Acquire/organize all necessary tools, safety equipment (e.g. gloves, eye and ear protection), and other necessary supplies for each project and arrange for their transportation to and from the worksite.

Train volunteers on trail work as needed, especially safety aspects of the job. Go over JHA with each trail crew and stress safety. If specialized tools are needed (such as a chain saw), find training that is acceptable to the FS and require that volunteers receive that training.

Work with FS to provide first aid training to all trail maintenance volunteers.

Maintain a database of trail maintenance volunteers.

Collect volunteer hours and mileage for each event and for meetings; report in Volgistics. Alternatively, provide access to Volgistics for those partners who wish to enter their own time and mileage. Periodically check to see that time and mileage are being entered into Volgistics regularly and properly.

## **OTHER PROJECT SPECIFIC**

### **Project Lead for Water Development Inventory Project**

Upload ArcCollector app to your phone and become proficient in inventorying water developments using the app.

Recruit new volunteers for this project.

Contact previous volunteers to do update training.

Use PowerPoint that has been created to train new volunteers.

Sign up new volunteers, provide them with check-in/out protocol, Job Hazard Analysis.

Regularly contact inventory volunteers, resolving any problems or taking their problems to the FOTNF Board for resolution.

Track progress and report on progress at monthly board meetings (or provide written report prior to meeting).