

GGNRA MAINTENANCE VOLUNTEER SERVICE DESCRIPTION

Volunteer Group: California Coastal Clean-up Day

Volunteer Position Title: Maintenance Stewards

Supervisor: Tracy Neal

Primary Work Location: GOGA Beach sites in Marin

General work schedule: September 18, 2021 8:30 am – 1:00 pm

Major Duties

- Trash Removal:** Collects and removes trash from the park sites.
- Gardening and Vegetation Management:** Includes planting, weeding, pruning, and brush removal.
- Trail, Walkway, and Drainage Maintenance:** Includes clearing, leveling, edging, flossing, and restoring walkways, stairs, trails, social trails, decks, boardwalks, lookouts, drainages, and culverts.
- Fence/barrier Maintenance:** Includes installation and repair of fencing, bollards and other safety barriers.
- Painting and Graffiti Abatement:** Prepares surfaces to be painted by removing old paint, dirt, and debris. Paints batteries, walls, tables, benches, curbs, or other surfaces or objects.
- Recording Hours:** Keeps track of hours worked and tasks performed. Submits records to supervisor.
- Group Leadership:** Leads and supervises one or more volunteers, provides necessary project and safety information and ensures a safe work environment. Collects paperwork and submits to volunteer coordinator.

Qualifications

Volunteer must be safety-conscious and able to safely work outdoors, interact politely with the public, and actively communicate with their supervisor. Duties may require a moderate level of activity including bending, reaching, pushing, pulling, walking over uneven terrain, and ability to lift and position objects up to 40lbs.

Personal Property and Reimbursement

No reimbursement is authorized for this position. Personal property is not required for this position; all tools, materials, and personal protective equipment will be provided by the park. Use of any personal equipment must be approved by the volunteer's supervisor and maintained according to manufacturers' recommendations. The park is not liable, and the volunteer will not be reimbursed for any personal items that are lost, damaged, stolen, or destroyed during service.

Safety Considerations and Required Training

Extra care should be taken to minimize risks associated with exposure to COVID-19. Potential exposure to COVID-19 illness during commute to and from site and while onsite, and via potential unsolicited interaction with park visitors. Increased diligence and safety precautions should be taken. Follow PPE requirements and safe actions/procedures outlined in attached JHA. Social distancing and mask wearing is highly recommended to ensure safety from risk associated with COVID-19. The National Park Service requires wearing of face coverings in buildings.

- Volunteer must attend orientation and receive training on use of tools, personal protective equipment (PPE), and relevant park policies or procedures. Attached Job Hazard Analyses (JHAs) will be reviewed.
- Volunteer may only use tools and do tasks that they are trained to do and feel safe and comfortable doing. Refer to attached JHAs for specific tools and their potential hazards and mitigations.
- Gloves, closed-toed shoes, and long pants are required for all tasks. Eye protection, ear protection, safety vests, or other PPE may be required or recommended based on the task; refer to attached JHAs.
- Work is outdoors and may expose volunteer to various weather conditions, thorny/irritating vegetation, animals, biting/stinging insects, and allergens. Worksites may be near busy trails, roads, or on uneven or steep terrain.
- Volunteer must immediately report all injuries and/or property damage to the volunteer coordinator.
- If supervising others, volunteer must receive training on volunteer leadership and safe program management.

Benefits

Participation in Volunteer Appreciation events. Volunteers who achieve 250 service hours with federal agencies that participate in the Interagency Pass Program may qualify for a Volunteer Pass.